



**BROADBANDUSA**  
CONNECTING AMERICA'S COMMUNITIES

# **Round 2 Grant Guidance Public Computer Centers**

**Broadband Technology Opportunities Program**

**U.S. Department of Commerce**

**National Telecommunications and Information Administration**

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## 1 Program Participation

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### 1.1 Before You Get Started

Before preparing and submitting an application, Applicants are encouraged to read the Notice of Funds Availability (NOFA), these Guidelines, and the compliance and background materials posted at [www.broadbandusa.gov](http://www.broadbandusa.gov). The National Telecommunications and Information Administration (NTIA) anticipates a large volume of applications from highly qualified entities. By carefully reviewing these materials, Applicants will help ensure that their applications are complete and satisfy the requirements of the Broadband Technology Opportunities Program (BTOP). Please note that all applicants are required to have a DUNS number and to register in the Central Contractor Registration (CCR) database (see section 5 for additional details).

### 1.2 Key Changes from NOFA 1 to NOFA 2

NTIA released a NOFA for BTOP's second round of funding on January 15, 2010, and it was published in the *Federal Register* on January 22, 2010. For this round of funding, NTIA has adopted a "comprehensive communities approach" to award BTOP grants for infrastructure projects that emphasize middle mile broadband capabilities with a commitment to offering new or substantially upgraded connections to community anchor institutions. NTIA also plans to award at least \$150 million to Public Computer Centers (PCC) projects that help expand public access to broadband service.

NTIA has separated the Sustainable Broadband Adoption and Public Computer Centers applications in this funding round to better collect information specific to each of the programs. NTIA made adjustments to the online application system to streamline the intake of information and make the process more user-friendly. NOFA 2 also revises BTOP's eligibility factors and will use just three criteria – eligible entities, fully completed application, and matching – as the gating factors that determine whether an application is eligible for consideration. NTIA also clarified the process for requesting waivers from several key statutory and programmatic obligations.

### 1.3 Electronic Filing

All Applicants are required to file electronically via the Easygrants® System (Easygrants) application. The electronic filing system may be accessed at [www.broadbandusa.gov](http://www.broadbandusa.gov). An applicant may request a waiver of the electronic filing requirement pursuant to section 1.11.4.2 of this guidance.

### 1.4 Eligible Entities

To be eligible for funding under BTOP, an Applicant must be one of the following types of entities:

- States, local governments, or any agency, subdivision, instrumentality, or political subdivision thereof;
- The District of Columbia;
- A territory or possession of the United States;





- An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450(b)));
- A native Hawaiian organization;
- A non-profit foundation, a non-profit corporation, a non-profit institution, or a non-profit association;
- Other non-profit entities;
- For-profit corporations;
- Limited liability companies; or
- Cooperative or mutual organizations.

In addition, all Applicants must: (1) submit a fully completed application, and (2) provide at least 20 percent non-federal cost share match or request a waiver of such cost share match.

NOTE: ELIGIBLE ENTITIES
All entities and organizations participating in a proposed project must be eligible organizations.
Eligible entities whose applications were rejected in Round One of BTOP funding may reapply.
Individuals, sole proprietorships, and all forms of partnerships are not eligible for funding.
See NOFA section V.A.1.

### 1.5 Eligible Cost Purposes – Public Computer Centers Projects

As a general principle, grant funds must only be used to pay for eligible costs. Eligible costs are consistent with the cost principles identified in the applicable Office of Management and Budget (OMB) circulars identified in the NOFA and in the program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and conform to generally accepted accounting principles (GAAP). Any application that proposes to use any portion of the grant funds for any ineligible cost may be rejected. NTIA may negotiate with applicants to remove ineligible costs from otherwise meritorious applications.





The NOFA also lists several categories of eligible and ineligible costs. Grantees may use BTOP funding under this project category to expand computer center capacity by:

- Acquiring broadband-related equipment, instrumentation, networking capability, hardware and software, and digital network technology for broadband services, including the purchase of word processing software, computer peripherals, such as mice and printers, and computer maintenance services and virus-protection software;
- Developing and providing training, education, support, and awareness programs or web-based resources, including reasonable compensation for qualified instructors, technicians, managers, and other employees essential for these types of programs;
- Facilitating access to broadband services, including, but not limited to, making public computer centers accessible to people with disabilities;
- Installing or upgrading broadband facilities on a one-time, capital improvement, basis in order to increase broadband capacity;
- Constructing, acquiring, or leasing a new facility may be included as an eligible cost category provided that the Applicant explains why it is necessary to construct, acquire, or lease a new facility to facilitate public access to broadband services or expand computer center capacity;
- Funding reasonable indirect costs consistent with the principles outlined in section V.E.1. of the NOFA;
- Paying for reasonable pre-application expenses in an amount not to exceed five percent of the award. Pre-application expenses, which include expenses related to preparing an application, may be reimbursed if they are incurred after the publication date of the NOFA and prior to the date of issuance of the grant award from NTIA, except that lobbying costs and contingency fees are not reimbursable from BTOP funds; and
- Undertaking such other projects and activities as the Assistant Secretary finds to be consistent with the purposes for which the program is established.

Under the American Recovery and Reinvestment Act of 2009 (Recovery Act), projects under this category are aimed at expanding broadband access and capacity at community anchor institutions, organizations serving vulnerable populations (e.g., low-income, unemployed, and seniors) or job-creating strategic facilities located in state- or federally-designated economic development areas. Given the emphasis the Recovery Act places on job creation, it is reasonable to include job-training programs and job-related instruction as eligible costs under this project category. Expenses associated with computer training workshops, digital literacy programs, and web-based resources are also considered eligible costs, as is reasonable compensation for qualified instructors and managers for these types of programs. Eligible costs also include the purchase of computer software, such as word processors; computer peripherals, such as mice and printers; and computer maintenance and trouble-shooting programs, such as systems guarding against computer viruses. BTOP Applicants are expected to convincingly demonstrate their





ability to sustain the projects beyond the funding period. In particular, the Applicant should detail how any costs associated with training and/or other recurring expenses will be covered after the grant expires.

Additional information regarding eligible costs is set forth in applicable cost principle regulations in OMB circulars and found at <http://www.broadbandusa.gov/compliance.htm>. The Applicant must ensure that project costs conform not only to the regulations set forth in the NOFA and described above, but also to the regulations specified by the Office of Acquisition Management's Grants Management Division ([http://oam.ocs.doc.gov/GMD\\_gforms.html](http://oam.ocs.doc.gov/GMD_gforms.html)). These regulations further explain the eligible costs for specific types of projects and entities, including institutions of higher education, hospitals, other non-profit and commercial organizations, and state and local governments. NTIA recommends that the Applicant review the relevant sections in the following documents to confirm the eligibility of its proposed costs.

- 15 CFR Part 14.27 – Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr14.pdf>); and
- 15 CFR Part 24.22 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr24.pdf>).

The Grants Management Division also establishes the regulations governing lobbying, which as noted in the NOFA is not an eligible cost for BTOP funds. See 15 CFR Part 28 – New Restrictions on Lobbying (<http://oam.ocs.doc.gov/docs/GRANTS/15cfr28.pdf>) for more information.

**NOTE: Eligible Costs**

BTOP grant funds may not be used for expenses or purchases that are not used predominantly for expanding public access to broadband service or enhancing broadband capacity at public computer center locations.

To the extent that operating costs are continuing operating expenses, the Applicant must demonstrate how these costs will be covered once the grant ends.

Under BTOP, the costs to audit the grants awarded to state and local governments, educational institutions, and non-profit organizations are typically allowable as indirect costs under the Single Audit Act, as implemented by OMB Circular A-133. NTIA may also allow for-profit organizations to recover the costs of audits as direct costs.





**NOTE: Eligible Costs**

Indirect costs are incurred by an organization in funding the overall operations and functions of the business, but are not directly attributable to the implementation of the project funded by the federal grant. It is similar in concept to overhead. The recovery of indirect costs is a means to allocate shared and common costs of an organization among the cost objectives of the project. Indirect costs must meet the allowability standards set forth in the OMB cost principles to be recoverable from grant funds. An Applicant must include any indirect costs it seeks to recover as a line item in its budget and **have a federally-approved indirect cost rate in place, or commit to apply for one** within 90 days from the award start date.

Vehicles may be considered eligible costs for PCC projects if the proposed vehicle directly furthers a purpose listed in section V.E.3 of the NOFA (e.g., providing training, education, support, and awareness programs; or facilitating access to broadband services, including, but not limited to, making public computer centers accessible people with disabilities).

The Applicant will be required to submit detailed information documenting all costs it seeks to recover through an award under BTOP.

## 1.6 Federal Income Tax

Each grantee has the right and responsibility to seek guidance from qualified advisors on the applicability of all laws, including federal, state and local tax law. The IRS has made some general pronouncements about the tax implications of grants. For an example of the analysis that the Internal Revenue Service may apply to BTOP grants, please see <http://www.irs.gov/pub/irs-drop/n-03-18.pdf>. If the IRS provides further guidance with respect to BTOP grants in particular, NTIA will indicate that in a FAQ that will be posted on [www.broadbandusa.gov](http://www.broadbandusa.gov). Federal taxes are not an eligible cost under federal grant programs such as BTOP. The Applicant should take any tax consequences into account when constructing its budget.

## 1.7 Cost Matching

As outlined in the NOFA, grantees under BTOP will be required to provide matching funds of at least 20 percent toward the total eligible costs of the project. In the selection of PCC projects, additional consideration will be given to Applicants that propose to provide matching funds greater than or equal to 30 percent of the total project budget.

The matching requirement can be met with both cash and in-kind contributions. In-kind contributions, including third party in-kind contributions, are non-cash donations to a project that may count toward satisfying the 20 percent non-federal matching requirement of a project's total budgeted costs. In-kind contributions must be allowable project expenses; that is, they must be for costs that are eligible for federal funding.







BTOP grantees are not required to spend all of the non-federal matching funds before spending grant funds. However, the non-federal share of the project budget, whether cash or in-kind, must be expended at least proportionally to the federal share expended. Reasonable pre-application expenses in an amount not exceeding five percent of the award may be counted toward an Applicant's 20 percent match for BTOP. Although an Applicant is not required to have all matching funds on hand at the time it submits the application, it must convincingly demonstrate that it will be able to supply the proposed matching funds if it receives a grant. An Applicant cannot use funds for which it has applied, but has not yet been granted, to demonstrate that it can meet BTOP's 20 percent match requirement.

Matching funds can also include, for example:

- Monies from a state or other non-federal grant awarded to provide broadband services, purchase equipment, and provide training;
- Previously used equipment, whose value should be based on a use allowance, depreciation, or current fair market value;
- Unpaid volunteer services whose rates shall be consistent with those paid for similar work in the grantee's organization;
- Loan proceeds; and
- Federal funds (whether from a grant, loan, or other source) expressly authorized by statute for use as matching funds. Any federal funds that are not expressly authorized by statute for such use are not eligible for use as matching funds.

See section 1.11.1 below for information on requesting a waiver of the matching requirement.

NOTE: PCC Match	
The amount of a vendor discount cannot be applied to the required 20 percent match. Instead, it represents a reduction in the overall cost of the project.	
Federal universal service support payments made pursuant to section 254 of the Communications Act, as amended, are considered federal funds and have not been authorized for use as matching funds for BTOP.	
Program income may be used to meet the matching requirement (see section V.F. of the NOFA).	
Applicants that receive a full or partial waiver of the cost-matching requirement will be treated as having provided a 20 percent non-cash match.	
Certified socially and economically disadvantaged small business concerns are not exempt from matching requirements.	





## 1.8 Use of Program Income

Grantees are required to account for any program income directly generated by projects financed in whole or in part with federal funds. Given the Recovery Act's objectives to spur job creation and stimulate long-term economic growth and opportunity, BTOP grant recipients are expected to convincingly demonstrate their ability to sustain their projects beyond the funding period. While grant funds are intended to cover the initial costs of projects as part of the Recovery Act's effort to stimulate the economy, grant recipients are expected to present projects that will sustain long-term growth and viability.

### NOTE: Program Income

Program income means gross income earned by the grant recipient that is either directly generated by a supported activity or earned as a result of the award during the funding period.

For purposes of BTOP, any program income generated by a funded project during the grant period shall be retained by the grant recipient and added to the funds committed to the project by NTIA and the recipient or used to finance the non-federal share of the project. Funds added to the project should be used to further eligible project objectives, including reinvestment in project facilities, funding BTOP compliance costs, and paying operating expenses of the project. Grant recipients shall have no obligation to the federal government regarding program income earned after the end of the project period. However, the federal government retains an interest in property in the event that it is sold, consistent with the guidance outlined in section IX.C. of the NOFA and in applicable DOC regulations.

Applicants that intend to utilize program income to finance the non-federal share of the project will need to include this income in their SF-424A or C budget. Applicants should be cautious about relying too heavily on program income for the non-federal share. This income must be realistic and achievable. It will become part of the award conditions and the Applicant will need to ensure that the program income is earned. Applicants should note that the non-federal share of the project budget must be spent proportionally to the federal share of the project budget. Program income will generally not be available at the outset of a project, and Applicants must have other resources available to cover the non-federal share of the budget.

## 1.9 Standard Terms and Conditions for Department of Commerce Grants

All BTOP applicants are required to comply with all applicable provisions set forth in the DOC Pre-Award Notification, available at [http://oam.ocs.doc.gov/docs/Grants/Preaward\\_FRN2008.pdf](http://oam.ocs.doc.gov/docs/Grants/Preaward_FRN2008.pdf). Applicants should also familiarize themselves with the DOC's Standard Terms and Conditions and ARRA Award Terms, both of which apply to BTOP grants. These documents can be found at <http://www.broadbandusa.gov/compliance.htm>.





## 1.10 Submitting a Proposal

### 1.10.1 Key Dates

The electronic application system, Easygrants, will be available at [www.broadbandusa.gov](http://www.broadbandusa.gov), beginning February 16, 2010. Upon completion of the application, Easygrants will provide a date and time stamped confirmation number that will serve as proof of submission. The Applicant is strongly encouraged to submit its applications early to avoid last-minute congestion on the intake system. However, early submissions will **not** confer any advantage or priority in review.

#### NOTE: Application Deadline

**The deadline for filing an application is 5:00 p.m. EDT on March 15, 2010.**

### 1.10.2 Requirements for Electronic Submissions

The application package for electronic submission is available at [www.broadbandusa.gov](http://www.broadbandusa.gov). Electronic submission of applications will allow for the expeditious review of an Applicant's proposal. In addition to completing the application, the Applicant must authenticate it by registering with the Central Contractor Registration at [www.ccr.gov](http://www.ccr.gov). Easygrants will send an e-mail to the Applicant to confirm receipt of his or her application. More information regarding Easygrants can be found in the Easygrants guide, which will be available on [www.broadbandusa.gov](http://www.broadbandusa.gov).

#### NOTE: Electronic Submission

The Funding Opportunity Number for BTOP is the Regulatory Identification Number associated with BTOP in the NOFA: 0660-ZA28.

The Catalog of Federal Domestic Assistance (CFDA) number for BTOP grants is 11.557. The CFDA title for BTOP is "Recovery Act - Broadband Technology Opportunities Program (BTOP)."

Applicants may apply to this round of funding if they have previously submitted an application. Applicants will be required to modify their proposed projects from the previous round to meet NOFA and application requirements of this round.

### 1.10.3 Submitting Multiple Applications

An Applicant with projects in multiple funding categories Comprehensive Community Infrastructure (CCI), PCC, and Sustainable Broadband Adoption (SBA) must submit separate applications for each project. However, such Applicant should reference the other relevant applications in the Project Information





section of each application and discuss synergies between projects in the appropriate sections of each application.

If NTIA decides to reject one of these applications, it will not necessarily reject all those associated with it. For example, a PCC application might be related to a CCI application to the extent that the former provides solutions to enhance subscribership. However, if NTIA finds that only one of several related applications proposes a project that is highly responsive to the criteria, NTIA may choose to fund only the highly meritorious application.

#### *1.10.4 Confidentiality*

Applicants should note that the information provided as part of their application may be subject to disclosure under the Freedom of Information Act. The Applicant is encouraged to identify and label any confidential and proprietary information contained in its applications. NTIA will protect confidential and proprietary information from public disclosure to the fullest extent authorized by applicable law, including the Freedom of Information Act, as amended (5 U.S.C. § 552), the Trade Secrets Act, as amended (18 U.S.C. § 1905), and the Economic Espionage Act of 1996 (18 U.S.C. § 1831 *et seq.*).

Applicants should be aware, however, that the Recovery Act requires substantial transparency. For example, NTIA is required to make publicly available on the Internet a list of each entity that has applied for a grant, a description of each application, the status of each application, the name of each entity receiving funds, the purpose for which the entity is receiving the funds, each quarterly report, and other information regarding grantees.

Some of the elements in this application will be made publicly accessible through the application database available at [www.broadbandusa.gov](http://www.broadbandusa.gov) per Section VI. D. of the NOFA. As stated in the NOFA, those elements of the application that will be publicly displayed are: 1) the identity of the applicant and general applicant and project information; 2) an executive summary of the project; and 3) the federal grant request and cost match. Thus, NTIA will make the following information in the application publicly available: 1) the name and location of the applicant organization; 2) the name, phone number, and email address of the primary point of contact; 3) the project title and description; 4) the executive summary; 5) the total federal grant request and total match amount; and 6) the states in which the project will provide service.

#### *1.10.5 Upload Templates*

Applicants will be required to upload a number of documents using provided templates, including: Public Center Detail, Detailed Budget, Waivers, BTOP Certifications, SF-424 A or C Budget, and SF-424 B and D Assurances – Non-Construction and Construction. NTIA intends to use the information contained within these templates to perform automated processing and analysis. In order to ensure an expeditious review of the Applicant's application, these documents **must be uploaded in the same file type as the provided template or as indicated in the template**. In addition, the formatting of each uploaded document **must be consistent with that used in the provided template**. Failure to provide files consistent with the templates will result in NTIA being unable to automatically process the application and may result in the delayed processing or rejection of the application. To further clarify how this instruction applies to file uploads, NTIA will provide additional information in both the relevant sections of this Grant





Guidance and the templates themselves. **Applicants should ensure that their uploaded files are not password protected.**

#### *1.10.6 Upload without Templates*

Applicants will need to upload documents that lack a standardized template. These non-template uploads include letters of support from partners, historical financial statements, a management team and organizational chart, and supplemental information. Easygrants offers instructions on how to best complete these uploads. In general, NTIA recommends that Applicants upload these files in PDF format. **Applicants should ensure that their upload files are not password protected.**

#### *1.10.7 Material Revisions of Submitted Applications*

Per the NOFA, Applicants shall not be permitted to make any material revision to their applications after the submission deadline. NTIA may request or accept clarifications, revisions, or submissions for completeness that are non-material.

### **1.11 Waivers**

Applicants seeking a waiver of the requirements set forth in the NOFA must complete and submit a Waiver Request Form with their application by the application deadline. Applicants seeking a waiver of the prohibition on the sale or lease of assets (section IX.C.2.b. of the NOFA) may request the waiver at any time during the life of the facilities or equipment. A separate form must be completed and submitted for each waiver the Applicant requests. To be considered by NTIA, the Applicant must provide contact information, project information, the type of waiver requested, and a summary of the waiver request responsive to the respective information requested below. Applicants failing to submit the required information will not have their waiver requests considered. Applicants may attach supporting documentation with their request.

#### *1.11.1 Matching Waiver*

Applicants seeking a waiver of the matching requirement pursuant to section 6001(f) of the Recovery Act and section V.C.2. of the NOFA should address and discuss the following information in their summary of the waiver request: a full and detailed explanation demonstrating their "financial need" for the waiver of the matching requirement and an explanation of why they are unable to provide the required 20 percent matching share. Applicants should also provide documentation of their inability to provide the required 20 percent matching share, such as: documents that include the Applicant's assets, liabilities, operating expenses, and revenues from any existing operations; documents demonstrating a denial of funding from a public or private lending institution; or any other documents that demonstrate financial need. Note that mere statements of financial need or reductions in budgets without supporting documentation will not be viewed favorably. Finally, Applicants should explain how the project can be sustainable if they cannot provide the 20 percent matching share.





### 1.11.2 *Sale or Lease of Assets Waiver*

Applicants seeking a waiver of the prohibition of the sale or lease of assets pursuant to section IX.C.2.b. of the NOFA should address the following information in their summary of the waiver request: explain whether the transaction is for adequate consideration; explain whether the purchaser or lessee agreed to fulfill the terms and conditions relating to the project after such sale or lease; and describe how the transaction is in the best interests of those served by the project. Applicants should also provide documentation supporting why the waiver should be granted.

### 1.11.3 *Buy American Waiver*

Applicants seeking a waiver of the Buy American provision should comply with section 1605 of the Recovery Act, applicable OMB guidance on the Recovery Act, and section X.Q. of the NOFA.

As stated in the NOFA, on July 1, 2009, the DOC published a notice in the *Federal Register* stating that the Secretary of Commerce issued a blanket waiver of the Buy American provision with respect to BTOP funds used for broad categories of broadband equipment listed below:

Type of Broadband Equipment	Purpose of the Broadband Equipment
Broadband Switching Equipment	Equipment necessary to establish a broadband communications path between two points.
Broadband Routing Equipment	Equipment that routes data packets throughout a broadband network.
Broadband Transport Equipment	Equipment for providing interconnection within the broadband provider's network.
Broadband Access Equipment	Equipment facilitating the last mile connection to a broadband subscriber.
Broadband Customer Premises Equipment and End-User Devices	End-user equipment that connects to a broadband network (including PCs and monitors).
Billing/Operations Systems	Equipment that is used to manage and operate a broadband network or offer a broadband service.

Accordingly, Applicants should **not** request a waiver for broadband equipment that falls within any of these categories. Note, however, that this list does not include fiber optic cables, coaxial cables, cell towers, and other facilities that are produced in the United States in sufficient quantities to be reasonably available as end products.

Applicants seeking a waiver in order to use broadband equipment or goods that are not covered by the Secretary's waiver should address the following information in their summary of the waiver request:







describe the specific broadband equipment, facilities, or goods for which the waiver is sought; the statutory exemption upon which the waiver request relies; and explain the rationale for receiving a waiver. Applicants should also provide documentation supporting why the waiver should be granted.

Note that private entity projects are exempt from the provision, as the Buy American provision applies only to public works and public buildings. If the Applicant forms a public-private partnership (e.g., a corporation partnering with a local government), it will be treated as “public” and will be subject to the Buy American provision.

#### *1.11.4 Discretionary Waivers*

##### *1.11.4.1 In General*

Applicants seeking a general waiver of a requirement pursuant to section X.N. of the NOFA should address the following information in their summary of the waiver request: the provision of the NOFA from which the Applicant is seeking relief; whether the requirement is a discretionary requirement rather than a requirement mandated by statute or other applicable law; and the extraordinary circumstances the Applicant is facing that require a waiver. Applicants should also provide documentation supporting why the waiver should be granted.

##### *1.11.4.2 Waiver of the Electronic Filing Requirement*

Pursuant to section X.N. of the NOFA, an Applicant may seek a waiver of the electronic filing requirement set forth in section VI.E. of the NOFA and request that NTIA accept its application in another format (e.g., paper). As stated in section X.N., it is the general intent of NTIA not to waive any of the provisions set forth in the NOFA. However, under extraordinary circumstances and when it is in the best interest of the federal government, NTIA may grant relief. Thus, Applicants seeking a waiver of the electronic filing requirement must specifically set forth in writing the extraordinary circumstances they face, why they cannot file electronically, and why it is in the best interest of the federal government to grant relief. To the extent that an Applicant petitions for relief of the electronic filing requirement and intends to submit a paper application, the written waiver requests must be submitted along with the paper application by the deadline set forth below.

Waiver requests and accompanying paper applications must be **received** by NTIA no later than **5:00 p.m. EDT on March 15, 2010**. When seeking to apply in a paper format, the Applicant assumes all risk of not meeting this deadline. Paper applications can be found at [www.broadbandusa.gov](http://www.broadbandusa.gov), and the submitted paper application must comply with all of the following guidelines.

The application must be typed, single-sided, single-spaced, on 8 ½” x 11” paper, excluding maps, diagrams, and charts. The font must be no less than 12 points with margins no less than one inch. Applicants must also submit a copy of their application on an appropriate electronic medium, such as a DVD, CD-ROM, or flash drive. Each submission must also be clearly labeled with the name of the Applicant, a description of each submission (e.g., Attachment M), and the electronic format used (e.g., Word 2007 or Adobe Acrobat 7.0). Please note that NTIA will **not** accept paper applications via facsimile machine transmission or via electronic mail.





Applicants filing in a paper format must submit an application signed by an authorized representative of the Applicant certifying that he or she is authorized to submit the application on behalf of the Applicant and that all of the contents of the application are true and correct to the best of his or her knowledge, information, and belief.

Waiver requests and paper applications must be mailed, shipped, or sent overnight express to:

**Broadband Technology Opportunities Program  
National Telecommunications and Information Administration  
U.S. Department of Commerce  
1401 Constitution Avenue, NW  
HCHB, Room 4887  
Washington, DC 20230**

Or hand-delivered to:

**Broadband Technology Opportunities Program  
National Telecommunications and Information Administration  
U.S. Department of Commerce  
1401 Constitution Avenue, NW  
HCHB, Room 1874  
Washington, DC 20230**

Room 1874 is located at entrance #10 on 15<sup>th</sup> Street NW, between Pennsylvania and Constitution Avenues. United States Postal Service Priority Mail, First Class Mail, and Parcel Post packages delivered to the DOC are irradiated. Irradiation could result in damage to the contents, or delay the delivery of an application to the BTOP Office. Thus, Applicants are encouraged to consider the impact of these procedures in selecting their chosen method for application delivery.

## 1.12 Final Considerations

APPLICATION BEST PRACTICES
Before applying, Applicants should fully read the NOFA and Grant Guidance for the second round of BTOP funding as well as applicable OMB circulars governing administrative requirements, cost principles, and audits.
Applicants may receive funding only for costs established in the NOFA as eligible costs for the appropriate project category.
If an Applicant fails to submit a fully complete application, including all required supplemental materials, or fails to provide at least a 20 percent cost share or to request a waiver, the application will not be reviewed or considered for an award.







#### APPLICATION BEST PRACTICES

The "Review and Submit" page shows all of the submission validation checks. The Applicant should review this page throughout the application process. NTIA recommends that the Applicant refer to this page after the completion of each application section in order to ensure that all required fields are properly filled out.

Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.

The PCC category will fund projects that expand public access to broadband service and enhance broadband capacity at entities that permit the public or a specific vulnerable population to use these computing centers, including those that would enhance job training or expand access to jobs and education resources. Potential sponsors of, and locations for, public computer centers include, but are not limited to, community colleges, libraries, schools, youth centers, employment service centers, Native American chapter houses, community centers, senior centers, assistive technology centers for people with disabilities, community health centers, and neighborhood network centers in public housing developments.





## 2 Acknowledgement of Notices

**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Acknowledgement - Applicant Applicant

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**Acknowledgement**  
Before applying, applicants should fully read the Notice of Funds Availability ("NOFA") and Grant Guidelines for Round 2 of BTOP funding. Among other things, applicants should be familiar with the following rules and requirements:

- If an applicant fails to submit a fully complete application, including all required supplemental materials, or fails to provide at a 20% cost share or request a waiver, the application will not be reviewed or considered for an award.
- Applicants must commit to substantially completing their project within two years after the issuance of the grant, and to finishing the project within three years.
- Applicants must successfully demonstrate that the project could not be implemented without federal grant assistance.
- Applicants may receive funding only for costs established in the NOFA as eligible costs for the appropriate project category.
- Applicants receiving awards will be subject to quarterly federal reporting requirements and other post-award regulations as specified in the NOFA.
- Applicants that are not exempt from taxation should consult with their tax advisors regarding the potential tax consequences of BTOP grants. For an example of the analysis that the Internal Revenue Service may apply to BTOP grants, please see [www.irs.gov/pub/irs-drop/in-03-18.pdf](http://www.irs.gov/pub/irs-drop/in-03-18.pdf). Federal taxes are not an eligible cost under Federal grant programs such as BTOP.
- In advance of accepting a BTOP award from NTIA, Applicants should review the Department of Commerce's grant award document, the CD-450 "Financial Assistance Award". Applicants should also familiarize themselves with the Department of Commerce's standard terms and conditions for grants. See "Financial Assistance Standard Terms and Conditions".
- **IMPORTANT NOTICE:** Some of the elements in this application will be made publicly accessible through the application database available at [www.broadbandusa.gov](http://www.broadbandusa.gov) per Section VI. D. of the NOFA. As stated in the NOFA, those elements of the application that will be publicly displayed are: 1) the identity of the applicant and general applicant and project information; 2) an executive summary of the project; and 3) the federal grant request and cost match. Thus, NTIA will make the following information in the application publicly available: 1) the name and location of the applicant organization; 2) the name, phone number, and email address of the primary point of contact; 3) the project title and description; 4) the executive summary; 5) the total federal grant request and total match amount; and 6) the states in which the project will provide service.

Please check the box below to acknowledge that you have read the above notices as well as the applicable rules in the NOFA governing this program.

☐ I Acknowledge the above statement.

Save Save and Continue

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### Acknowledgement

**Question:** Before applying, Applicants should fully read the Notice of Funds Availability ("NOFA") and Grant Guidelines for Round 2 of BTOP funding. Among other things, Applicants should be familiar with the following rules and requirements. Please check the box below to acknowledge that you have read the above notices as well as the applicable rules in the NOFA governing this program.

As the first step in completing the PCC application, NTIA requires that the Applicant acknowledge that it has read and is aware of all of the BTOP rules and requirements.

Each Applicant is requested to review the above list of items and check a box at the beginning of the Easygrants application to indicate acknowledgement of these notices as well as the applicable rules in the NOFA governing this program. The NOFA is available at [www.broadbandusa.gov](http://www.broadbandusa.gov). Please refer to the NOFA for further information about the definitions referenced in this list or the intent of the various rules.

It is important that all Applicants and members of their teams become familiar with the program rules in place for this round of the BTOP program and to review the NOFA, even if they are already familiar with the rules from the first round of funding.

By submitting the application, an Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.





### 3 Contact Information

**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Contact Information - Applicant Applicant

**Instructions**  
Name and Contact Information of person to be contacted on matters involving this application. ALL INFORMATION ON THIS PAGE WILL BE MADE PUBLICLY AVAILABLE

**Project Information**  
Program: Broadband Non-Infrastructure Programs  
Funding Opportunity: Public Computer Centers  
Funding Cycle: Winter 2010 Public Computer Centers

**Contact**  
Name \*   
Prefix   
First \*   
Middle   
Last \*   
Suffix   
Title

**Phone and Fax**

**E-mail**

Primary	Type	E-mail Address	Options
Yes	Other	Applicant@gmail.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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#### Contact Information

Please provide complete and accurate name and contact information for the Applicant's primary contact person. NTIA will use the information entered here to contact this person on matters involving this application. It is crucial that the BTOP program has accurate information, including a reliable phone, email, and fax number for rapid correspondence. Reminder: All information provided in the contact section will be made public.

Applications submitted on behalf of multiple organizations should provide contact information for the prime Applicant. Those organizations that serve as partners in the project should be identified at later stages in the application including in the "Executive Summary," in the questions requesting information on partnerships under the "Organizational Readiness" section, and in the uploads labeled "Management Team Resumes and Organizational Chart" and "Government and Key Partnerships."





## 4 Additional Contacts

**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Additional Contacts - Applicant Applicant

**Instructions**  
Name and Contact Information of secondary person(s) to be contacted on matters involving this application. ALL INFORMATION ON THIS PAGE WILL BE MADE PUBLICLY AVAILABLE.

**Project Information**

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Public Computer Centers
Funding Cycle:	Winter 2010 Public Computer Centers

**Other Grant Project Contacts**

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### Additional Contacts

The Applicant should provide complete and accurate name and contact information for any additional persons to be contacted on matters involving this application. It is crucial that NTIA has accurate information for alternate points of contact in the event that the primary contact becomes unreachable or is no longer affiliated with the Applicant organization. Please enter a reliable alternate phone, email, and fax number for rapid correspondence.





## 5 Organization Information

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**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Organization Information - Applicant Applicant

**Instructions**

1. Enter the DUNS number for the organization applying for this grant/loan.
2. Click the Lookup button. Your request will be sent to CCR to retrieve the data within 24 hours.
3. Review the data from CCR.
4. Click Confirm button. This action cannot be undone.

**Project Information**

Program:	Broadband Non-Infrastructure Programs
Funding Opportunity:	Public Computer Centers
Funding Cycle:	Winter 2010 Public Computer Centers

**Organization Information**

Please enter the DUNS Number for the organization applying for this grant

DUNS Number	<input type="text"/>	<input type="button" value="Lookup"/>
* Data from CCR may take up to three (3) days to display.		
CCR Lookup Status	<input type="button" value="Refresh Status"/>	
DUNS		
CAGE Number		
Legal Business Name		
Point of Contact (POC)		
Alternate POC		
Electronic Business POC		
Alternate Electronic Business POC		

**Additional Organization Information**

Type of Organization	<input type="text" value="&lt;Select&gt;"/>
Is the organization a small business?	<input type="text" value="&lt;Select&gt;"/>
Does the organization meet the definition of a socially and economically disadvantaged small business concern?	<input type="text" value="&lt;Select&gt;"/>

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### Organization Information

All Applicants are required to provide a DUNS number. The Applicant is required to record its DUNS number in the grant application. If the Applicant's organization does not have a DUNS number, call **1-866-705-5711** to obtain a DUNS number, or register online at <http://fedgov.dnb.com/webform>, and **choose the "DUNS number only" option. Please note that registration via the Web site may take over 3 business days to complete.**

**All Applicants are also required to register in the Central Contractor Registration (CCR) database.** Organizations that are not registered should go to [www.ccr.gov](http://www.ccr.gov), and click "Start New Registration" to

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begin. The Applicant will need a valid DUNS number and its organization's Federal Tax Identification Number to register. **Please note that registration may take up to two business days to process.**

The CCR registration allows for instant confirmation of DUNS registration. Please make sure to enter the correct nine-digit number to avoid any delays. The online application will confirm and register the Applicant with a CCR Cage Code. **Please remember, this can take up to 24 hours to complete.**

#### NOTE: DUNS Numbers

When an application is submitted by multiple entities it must include the DUNS number associated with the lead Applicant. The DUNS numbers for other entities or a new, shared DUNS number are not required for the application process.

If the Applicant receives an award, subrecipients will need to supply DUNS numbers during the post award reporting phase.

### Additional Organization Information

**Question:** Type of Organization. Please select the appropriate classification for your organization from the dropdown menu. Choices include the following:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation
- Non-profit Foundation
- Non-profit Institution
- Non-profit Association
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

**Question:** Is the organization a small business?

The Applicant is required to indicate whether its organization is a small business. For the purposes of this program, a small business is a firm that, together with its controlling interests and affiliates, has average gross revenues not exceeding \$40 million for the preceding three years.





**Question:** Does the organization meet the definition of a socially and economically disadvantaged small business concern?

The Applicant is required to indicate whether its organization meets the definition of a socially and economically disadvantaged small business concern (SDB). Applicants that are SDBs receive additional consideration in the review process. Note that the Applicants need not be certified as a SDB by a third-party, but must meet the definition of a SDB under the Small Business Act (15 U.S.C. § 637(a)(4)).

The Small Business Administration has authorized NTIA to adopt an alternative small business size standard for BTOP's definition of a SDB, which is:

“[A] firm, together with its controlling interests and affiliates, with average gross revenues not exceeding \$40 million for the preceding three years, and that meets the definition of a socially and economically disadvantaged small business concern under the Small Business Act.”

To qualify as a SDB, the Applicant must be a small business concern (including its controlling interests and affiliates) with revenues not exceeding \$40 million for the preceding three years, for which one or more socially and economically disadvantaged individuals or an economically disadvantaged Indian tribe or Native Hawaiian organization, control the small business concern's management and daily business operations and unconditionally own at least 51 percent of the business. The Small Business Act defines **socially disadvantaged individuals** as “those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities” and **economically disadvantaged individuals** as “those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.” The Small Business Administration's rules for determining socially disadvantaged individuals (13 CFR § 124.103) and economically disadvantaged individuals (13 CFR § 124.104) are available online at <http://www.sba.gov/regulations/124/>. NTIA may request documentation supporting the Applicant's status as a SDB before granting an award.

**NOTE: Socially and Economically Disadvantaged Small Business Concerns**

A for-profit corporation does not need to be to be a SDB to be eligible to apply for funding (see NOFA section V.A.). All types of for-profit corporations are eligible to apply for funding. Applications in which the Applicant is a SDB or partners or contracts with a SDB are given additional consideration (see NOFA sections VII.A.2.a.iv.).







## 6 Authorization

### Authorized Organizational Representative

**Question:** Please select the Applicant's Authorized Organization Representative from the dropdown.

The Applicant should select its Authorized Organization Representatives (AOR) from the dropdown list. The list of AOR options will be generated from the Applicant's CCR Cage Code, based on the DUNS number provided in the Organizational Information section. After the AOR is selected and the Applicant clicks Confirm, the AOR's name, organization, and email address will appear in the data list. The Applicant should click the Notify button. This will send an email to the selected person that will direct them to Easygrants to authorize the application. Once this has been done, the Applicant will be able to resend this email at any time by clicking the Re-Notify button. Please note that once the AOR has been selected, the Applicant will not be able to alter this selection without contacting the BTOP Helpdesk. Once the AOR has received the email notification, he or she will be able to log into Easygrants, select the Applicant's information, review basic application information, and authorize the application. Once the AOR has completed this process, the Authorization page will show in the Result column that the application has been authorized.







## 7 Project Information

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**Submit Application - Public Computer Centers (Easygrants ID: 346)**  
**Project Information - Applicant Applicant**

**Instructions**

Enter information about the project below.

**Project Information**

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Public Computer Centers

Funding Cycle:

Winter 2010 Public Computer Centers

**Project Description**

Project Title \*

Project Description \*

Limit: 400 characters

**Other Applications**

Is this application being submitted in coordination with any other application being submitted during this round of funding, or with an application that received an award in the previous round of funding?

☐ Yes ☐ No

Add

If YES, please explain any synergies and/or dependencies between this project and any other applications. 

Add/Edit

**Individual Background Screening**

Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application? (Select One)

☐ Yes, Applicant is exempt because it is an accredited college or university

☐ Yes, Applicant is exempt because it is a unit of a state or local government

☐ Yes, Applicant is exempt because it is an Economic Development District (EDD) designated by the Department of Commerce Economic Development Administration, has an EDD designation pending, or is a council of governments

☐ No, Applicant is subject to these requirements

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

Add

**Essay Question: Executive Summary, Project Purpose, and Benefits**

Click "Add" to enter the Executive Summary of the proposed project

Add/Edit

Click "Add" to enter the Project purpose

Add/Edit

Click "Add" to enter the Recovery Act and Other Governmental Collaboration

Add/Edit

Click "Add" to enter the Technology Strategy

Add/Edit

Click "Add" to enter the Public Availability

Add/Edit

Click "Add" to enter the Restrictions on Center Use

Add/Edit

Click "Add" to enter the involvement of Community Colleges

Add/Edit

Is the applicant seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?

☐ Yes ☐ No

If YES is selected, you are required to submit additional documentation.

Is the applicant delinquent on any federal debt?

☐ Yes ☐ No

If YES, click "Add" to enter the please provide your justification for delinquency.

Add/Edit

Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?

☐ Yes ☐ No

If YES is selected, you are required to submit additional documentation.

Save

Save and Continue

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## Project Description

### **Question:** Project Title

The Applicant must provide a title for its project, that is descriptive and illustrates the purpose of the project.

### **Question:** Project Description

The Applicant should provide a few short sentences to describe the project. Because this brief description of the project will appear on publicly accessible Web sites, the Applicant should ensure that it describes the project fairly and in the light the Applicant wants the public to see its proposal. For the same reason, the Applicant should avoid including any confidential or proprietary information in this description. It is useful for the project description to highlight the key theme or purpose of the project, along with briefly answering the 'who,' 'what,' 'when,' 'where,' and 'why' of the proposal. The key theme identified in the project description should be carried throughout the application.

This response is limited to 400 characters.

## Other Applications

**Question:** Is this application being submitted in coordination with any other application being submitted during this round of funding, or with an application that received an award in the previous round of funding.

If the Applicant has submitted, or plans to submit, any other related applications for BTOP funds in this round of funding, please indicate the Easygrants ID and Project Title for those applications in the table. If one entity provides complementary submissions for more than one BTOP category, the Applicant will receive additional consideration under the evaluation of Project Purpose. Applicants will need to begin applications in Easygrants for each coordinated project in order to obtain an Easygrants ID.

**Question:** If YES, please explain any synergies and/or dependencies between this project and any other applications. Describe how the projects are related, and detail any synergies created by the projects. Also the Applicant should note any dependencies this application may have on other applications and explain what contingency plans, if any, you have in the event the other project does not receive an award.

The Applicant is required to explain the synergies and/or dependencies between this project and other applications. As an example, a PCC Applicant may be coordinating its application with a CCI application. The ability of the PCC Applicant to complete its project may depend on the success of the CCI application. This is the type of dependency that should be stated in this section.

This response is limited to 3000 characters.





## Individual Background Screening

**Question:** Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

The DOC Grants and Cooperative Manual (the Grant Manual) requires individual background screening of all key individuals associated with the Applicant in connection with any NTIA decision to fund a BTOP project, unless the Applicant is within one of the exemptions to this rule. Each Applicant must make the determination whether it is exempt using the guidance below.

The following Applicants are **EXEMPT** from the individual background screening process, and key individuals associated with these Applicants are therefore not required to complete individual background screening:

- An accredited college or university;
- A unit of a state or local government; or
- An economic development district designated by the Department of Commerce Economic Development Administration, including those entities whose designations are pending, and councils of governments.

All other Applicants are **NON-EXEMPT** and must complete the subsequent question by identifying key individuals associated with the proposed project.

**Question:** If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

If the Applicant answered "No," then it is *not exempt* from the individual background screening requirement. Key individuals associated with the non-exempt Applicant must comply with the background screening requirements in connection with any NTIA decision to fund a BTOP award to the Applicant. In general, each key individual may comply with this requirement by filing with NTIA a properly completed Form CD-346, "Applicant for Funding Assistance," containing the individual's original signature. BTOP program staff members will request this form from the Applicant as part of the due diligence process when reviewing the application. **DO NOT submit any completed CD-346 Forms at this time.**

The Applicant should provide the name, title, and employer of each key individual associated with the Applicant, as defined in the following chart:





Form of the Applicant's Entity	Key Individuals
<b>Corporation/LLC</b>	<p>Each officer</p> <p>Each individual owning or controlling 20 percent or more of the enterprise</p> <p>Chief Financial Manager</p> <p>Project Manager</p> <p>Anyone else who can speak for the corporation in the management of the award or expend funds</p>
<b>Non-profit organization</b>	<p>Executive Director</p> <p>Project Manager</p> <p>Chief Financial Manager</p> <p>Anyone else who can speak for the organization in the management of the award or expend funds</p>

**Do not** list as a key individual any elected official of a state or local government who is serving the Applicant in a capacity other than his or her elected capacity when applying for assistance. Such officials are exempt from the individual background screening requirement and are not required to submit Form CD-346.

### Essay Question: Executive Summary, Project Purpose, and Benefits

Essay Question: Executive Summary, Project Purpose, and Benefits	
Click "Add" to enter the Executive Summary of the proposed project	<a href="#">Add/Edit</a>
Click "Add" to enter the Project purpose	<a href="#">Add/Edit</a>
Click "Add" to enter the Recovery Act and Other Governmental Collaboration	<a href="#">Add/Edit</a>
Click "Add" to enter the Technology Strategy	<a href="#">Add/Edit</a>
Click "Add" to enter the Public Availability	<a href="#">Add/Edit</a>
Click "Add" to enter the Restrictions on Center Use	<a href="#">Add/Edit</a>
Click "Add" to enter the involvement of Community Colleges	<a href="#">Add/Edit</a>
Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?	
<input type="radio"/> Yes <input type="radio"/> No	
If YES, click "Add" to enter the please provide your legal justification for the waiver.	<a href="#">Add/Edit</a>
Is the applicant delinquent on any federal debt?	
<input type="radio"/> Yes <input type="radio"/> No	
If YES, click "Add" to enter the please provide your justification for delinquency.	<a href="#">Add/Edit</a>
Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?	
<input type="radio"/> Yes <input type="radio"/> No	
If YES is selected, you are required to submit additional documentation.	

Select "Add" to answer the essay questions.





**Question on Executive Summary of the Proposed Project:** Please provide an Executive Summary of the proposed Project. The Executive Summary should be a brief description of the Project, and may address the following topics:

- a. A statement of the problem or need your project addresses with regard to improving broadband service adoption rates.
- b. Your overall approach to addressing the need.
- c. Area(s) to be served; population of the target area(s), including demographic information; and the estimated number of potential users of your public computer center(s).
- d. Qualifications of the applicant that demonstrate the ability to implement the project and achieve its intended results.
- e. Jobs to be saved or created.
- f. Overall cost of the proposed project.

Applicants should provide a clear and compelling description of the project and a justification for why it should be selected for funding. The reviewers will read this section for a high-level, but comprehensive, introduction to the project. Applicants should be clear about the project's benefits—discussing, for example, the number of public computer centers affected, number of new or improved workstations and training opportunities, the number of new broadband users to be generated by the project, the involvement of community anchor institutions, SDBs, or community colleges in the project, the project's impact on vulnerable populations. The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of the proposal. NTIA suggests the summary be written last, after the Applicant has completed all other sections of the application. An Applicant with involvement from multiple organizations and key partners (subrecipients) should describe those relationships broadly here. For this summary, the Applicant may include high-level financial figures, budgetary information, matching contribution, etc. It is important that the numbers presented in this section are consistent throughout the entire application. **The Executive Summary should not introduce new information not included elsewhere in the application.** Note that the Executive Summary will be made publicly available. The Applicant should avoid including any confidential or proprietary information in this description.

This response is limited to 9000 characters.

#### NOTE: Executive Summary

Be sure to include the following in the Executive Summary:

- A problem statement;
- A description of the proposed program solution, and the causal relationship between the program's actions and its intended results;
- A quantitative description of the population served per year, per program element (*i.e.*, outreach, education, computer give-away, etc.);
- A description of Applicant's qualifications and partnerships and how those partnerships help reach the program's goals; and
- A short summary of jobs created/saved.





**Question on Project Purpose:** Describe the purpose of the project and how it supports the statutory objectives of the BTOP program (refer to Grant Guidance). Please include information to support your assumptions relative to the following:

- Project addresses compelling problem or presents an opportunity consistent with the BTOP statutory goals
- Project offers an effective solution to that problem or addresses the opportunity
- Proposed solution demonstrates broad significance and includes developments that can be replicated to improve future projects
- Whether the proposed funded service area is in an unserved or underserved area
- The extent to which the project addresses more than one statutory purpose.

The Applicant must explain how its project relates to BTOP's statutory purposes. Section 6001 of the Recovery Act sets forth five core purposes:

1. Provide access to broadband service to consumers residing in unserved areas of the country;
2. Provide improved access to broadband service to consumers residing in underserved areas of the country;
3. Provide broadband education, awareness, training, access, equipment, and support to schools, libraries, medical and health care providers, community colleges and other institutions of higher learning and other community support organizations, including organizations that provide outreach, access, equipment, and support services to facilitate greater use of broadband services by vulnerable populations, including job-creating strategic facilities located in state or federally designated economic development areas;
4. Improve access to, and use of, broadband service by public safety agencies; and
5. Stimulate the demand for broadband, economic growth, and job creation.

The statute also directs NTIA to consider whether applications will enhance service for health care delivery, education, or children.

An Applicant should identify specifically how and to what degree its application would achieve one or more of these statutory purposes. Applications that substantially address multiple statutory purposes will receive additional consideration, but it is not necessary to address multiple purposes in order to receive a high score for this criterion. If the Applicant is coordinating this project with one or more other projects, including projects in another category (e.g., a Comprehensive Community Infrastructure project), it should explain how the projects fit together to serve BTOP's multiple statutory purposes.

The Applicant's response to this question is its opportunity to present a compelling rationale for the project it is proposing. It should describe the problem(s) the Applicant is trying to solve in specific detail and include background information that supports its case. For example, if the Applicant is a community organization planning to work with a low-income population to increase use of broadband, it might cite the





specific needs of this group for services to help raise income, employment, or education levels. These might include online training or certification classes, GED courses, or home-based businesses.

The Applicant's project purpose should describe how, as a result of the project being funded, this identified problem will be solved. Please include the project's intended outcome and metrics that can be used to evaluate the project's level of success.

This response is limited to 6000 characters.

**Question on Recovery Act and Other Governmental Collaboration:** Describe how the project will leverage Recovery Act objectives or other federal or state development programs. Please identify the programs themselves and the dollar value of those programs. In addition, specify how collaboration can lead to greater project efficiencies.

The Applicant is encouraged to collaborate with other federal or state government programs, including any other Recovery Act programs. Some examples of federal programs are listed below:

- **Department of Housing and Urban Development**
  - Public Housing Capital Fund Program
  - Native American Housing Block Grant
  - Assisted Housing Green Retrofit Program
- **National Science Foundation**
  - Academic Research Infrastructure Program: Recovery and Reinvestment (ARI-R<sup>2</sup>)
  - Major Research Instrumentation Program (MRI-R<sup>2</sup>)
- **Department of Health and Human Services**
  - Federal and state designated entity grants for use of electronic health information
  - Health IT Beacon Community Program
- **Department of Energy**
  - Smart Grid Investment Program
- **Department of Transportation**
  - Assistance for High Speed Rail Corridors and Intercity Passenger Service program.
- **Appalachian Regional Commission**
  - Area Development Program
- **Delta Regional Authority**
  - State grant funding program

This response is limited to 3000 characters.

**Question on Technology Strategy:** Please describe the overall technology plan that you intend to deploy in your program. If appropriate, please include the primary types of network equipment and technology you plan to use, as well as how you will ensure a reliable, secure, and user-friendly system for the public users of your broadband access facilities.

The Applicant should submit a detailed technology plan associated with its public computing center program. The plan should outline the major types of equipment and technology the Applicant should use







and explain how the Applicant will ensure a reliable, secure, and user-friendly system. Please be sure to clearly list and describe the hardware, software, and technical peripherals in this plan as well as whether special equipment and software will be available only at specific locations. If applicable, submit any network design or technical implementation plans, or engineering documents for broadband network WAN and LAN build-outs.

This response is limited to 6000 characters.

**NOTE: Technology Strategy**

The Applicant may propose local area network (LAN) or small wide-area network design (WAN) within its facilities. For example, if an operator of a public computer center wants to add new workstations and connect them with routers and Internet cables inside the facility, or even expand the building itself to add public computer center capacity, that qualifies as a PCC project.

In addition, note that installing or upgrading broadband facilities on a one-time capital improvement basis to improve broadband capacity is considered an eligible cost for PCC applications. In general, this covers the purchase of a standard service from an existing provider to improve broadband capacity for a public computer center (a typical example would be the construction of a fiber lateral from a nearby telco central office). Projects proposing more extensive broadband network construction should apply for a CCI grant.

**Question on Public Availability:** Will your facility be available to all members of the general public, or a specific population only? Please explain. If you charge membership dues or other fees for the population you are proposing to serve, please explain how these charges are consistent with the public interest.

The Applicant must clearly explain whether facilities funded under this grant program would be open to the general public or to a particular subset of the public served by the institution. If one or more of the Applicant's facilities limit access to specific groups, such as youths or seniors, it must explain how this is consistent with the public interest and describe the reasoning behind this focus, paying particular attention to the "vulnerable populations" identified in the NOFA. For example, if the Applicant operates a senior citizens' center with programs, equipment, and personnel designed to serve the elderly, it might describe its need to maintain a safe, secure, accessible, and quiet environment by limiting access to citizens over the age of 55. The Applicant must explain the methodology used to identify this targeted population and explain whether it can be verified via the U.S. Census bureau.

If the Applicant's organization charges membership dues or other fees for the general public or for a specific population as identified above, it must also clearly show that these fees are reasonable and in the public interest. For example, if the Applicant operates a Boys and Girls Club, YWCA, or local community center and charges a modest membership fee to offset operating expenses, it should describe its fees in







relation to the budgetary and financial data it describes in other sections of this application, and detail any provisions for waiving fees in circumstances of demonstrated hardship.

This response is limited to 3000 characters.

**Question on Restrictions on Center Use:** If the use of your center(s) is restricted to certain purposes, please identify those and explain the reasons for the restrictions.

If the Applicant's center is used for a single purpose rather than for general public access, it should explain the rationale for this, clearly stating why it believes this is in the public interest. For example, if the Applicant's center offers job training and employment counseling only, it might note that its workstations are customized to provide ready access to employment databases, skills training software, and similar tools, and that the demand for its services is so great that it precludes offering general access.

This response is limited to 1500 characters.

**Question on Involvement of Community Colleges:** Please describe any involvement of a community college in this application. In particular, if the project will create a public computer center in a community college, please discuss whether this will deliver substantive benefits to the community college's core mission.

The Applicant is required to identify any involvement of a community college(s) in its proposed project. The Applicant is encouraged to demonstrate how the public computer center will leverage the capabilities and resources of the school to enhance its ability to serve the community through new programs or services and how the computer center will aid the school in improving its existing educational programs.

This response is limited to 1500 characters.

**Question:** Is the Applicant seeking a waiver of the Buy American provision pursuant to section X.Q. of the NOFA? If YES is selected, you are required to submit additional documentation.

The Recovery Act "Buy American" provision generally prohibits the use of Recovery funds for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufacturing goods used in the project are produced in the United States. Note that private entity projects are exempt from the provision, as the Buy American provision applies only to public works and public buildings. If the Applicant forms a public-private partnership (e.g., a corporation partnering with a local government), they will be treated as "public" and subject to the Buy American provision.

See section 1.11.3 above for a discussion of waiver of the Buy American provision.





**Question:** Is the Applicant delinquent on any federal debt? If "YES," click "ADD" to provide your justification for delinquency.

The Applicant should indicate whether it is delinquent on any federal debt. If the answer is "Yes" the Applicant should submit an explanation.

This response is limited to 1500 characters.

**NOTE: Federal Debt**

Consistent with DOC policy, no award of federal funds shall be made to an Applicant that has an outstanding delinquent federal debt until:

- The delinquent account is paid in full;
- A negotiated repayment schedule is established and at least one payment is received; or
- Other arrangements satisfactory to the DOC are made.

**Question:** Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law? (Yes/No) If "YES" is selected, you are required to submit additional documentation.

The Applicant may request a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law. See section 1.11 above for a discussion of waiver requests.





## 8 Partners

**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Partners - Applicant Applicant

**Instructions**  
Please provide information on project partners.

**Project Information**  
Program: Broadband Non-Infrastructure Programs  
Funding Opportunity: Public Computer Centers  
Funding Cycle: Winter 2010 Public Computer Centers

**Partners**  
Are you partnering with any other key institutions, organizations, or other entities for this project?  
☐ Yes ☐ No  
If YES, a letter of commitment from all key partner(s) will be required. Upload all letters of commitment in the "Uploads" section of the application.  
If YES, Click "Add" to add your key partners below and provide the requested information.

**Partners Description**  
Please provide a description of the involvement of the partners listed above in the project.

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### Partners

**Question:** Are you partnering with any other key institutions, organizations, or other entities for this project? If "Yes," then a letter of commitment from all key partner(s) will be required. Upload all letters of commitment in the "Uploads" section of the application.

If "Yes," the Applicant should include its key partners on this page and provide letters of commitment from each key partner in the "Uploads" section of the application, see section 17.2 below. Applicants should click the "ADD" button to provide information on each key partner (see additional guidance below). Key partners should generally be entities that have contributed or will contribute to the planning, development, and execution of the project, or will contribute to the non-federal cost share.

### Partners Description

**Question:** Please provide a description of the involvement of the partners listed above in the project. If applicable, describe the roles of the project partners, including any contributions to funding, planning, implementing, managing, or operating the proposed network. Please clarify any potential benefits that the partners will receive from the project (e.g., free or discounted access to dark fiber). Also discuss the project's general approach to involving local communities in the project area. You will be asked to provide letters of commitment or support from key partners in the upload section.





The Applicant should describe all agencies and key partners involved with the project, as well as the role these agencies play in the success of the project. Note that while the question text refers to partner participation in a proposed network, for PCC projects (which will generally not involve constructing a network) this should be interpreted as meaning the proposed project. The Applicant should also illustrate the level of local community participation in the proposed project. Please identify organizations from the public, non-profit, and private sectors, with particular attention to community anchor institutions and public safety entities, that will be involved in the project. The Applicant should also outline each organization's planned role in the project and any financial or equipment contributions. It is encouraged that the Applicant submit documentation, such as letters of support, from each of the organizations that will be involved in the project. The Applicant must provide the name and address for each partner organization, as well as the name and contact information (at minimum, a phone number or email address) of a contact person at each partner organization.

This response is limited to 6000 characters.

**NOTE: Key Partners Description**

The purpose of this essay is to provide a coherent picture to the BTOP program of how the various partners in the proposed project fit together. It is important to clarify the responsibilities of each party, the benefits that accrue to each party and the specific, if any, financial arrangements among the parties.





## Partners (Continued)

The Applicant must provide information on each partner, including contact information.

The Applicant must specify the partner's role in the project as either a contractor, sub-recipient, in-kind third party contributor, or other. A sub-recipient is a party that performs work to accomplish a public purpose of a grant project. Laws, regulations, and programmatic requirements that would apply to a grant recipient also apply to sub-recipients. It may in some cases be difficult to distinguish between a contractor and a sub-recipient. OMB Circular A-133 ([http://www.whitehouse.gov/omb/circulars\\_a133/](http://www.whitehouse.gov/omb/circulars_a133/)) provides some guidelines on distinguishing between the two.

Characteristics indicative of a sub-recipient:

1. The organization determines who is eligible to receive what federal financial assistance.
2. The organization has its performance measured against whether the objectives of the federal program are met.
3. The organization has responsibility for programmatic decision making.
4. The organization has responsibility for adherence to applicable federal program compliance requirements.
5. The organization uses federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.





Characteristics indicative of a contractor:

1. The organization provides goods and services within normal business operations.
2. The organization provides similar goods or services to many different purchasers.
3. The organization operates in a competitive environment.
4. The organization provides goods and services that are ancillary to the operation of the federal program.
5. The organization is generally not subject to compliance requirements of the federal program, although must adhere to some of the requirements as set forth in the applicable OMB circulars as related to contractors and subcontractors.

For more information on sub-recipients, please see OMB Circular A-133, the applicable OMB circulars for Uniform Administrative Requirements at <http://www.broadbandusa.gov/compliance.htm> and Department of Commerce Federal Assistance Law Division guidance at <http://www.ogc.doc.gov/ogc/fl/fald/itl/vol-13.doc>.

**Question:** Organization Type:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation
- Non-profit Foundation
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

The Applicant is also required to identify its partner's organization type. Please select from the options available.

**Question:** Is your key partner(s) a small business?

The Applicant is required to indicate whether the key partner is a small business. Please see section 5 above for a discussion of the definition of a small business as it applies to BTOP.





**Question:** Does the organization(s) meet the definition of a socially and economically disadvantaged small business concern?

The Applicant is required to indicate whether the key partner is a socially and economically disadvantaged small business concerns (SDB). Please see section 5 above for a discussion of the definition of an SDB as it applies to BTOP.

**NOTE: Lead Applicants**

When multiple organizations are involved in a project the lead Applicant must be able to enter into a Grant Agreement with NTIA and be willing to assume financial and operational responsibility for the project. If the project is awarded a BTOP grant, the lead applicant becomes the prime recipient. The Lead Applicant should have experience implementing projects of similar size and scope.





## 9 Congressional Districts

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**Submit Application - Public Computer Centers (Easygrants ID: 346)**  
Congressional Districts - Applicant Applicant

**Instructions**

Please answer the following questions about the areas served by the proposed project.

**Project Information**

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Public Computer Centers

Funding Cycle:

Winter 2010 Public Computer Centers

**Congressional Districts**

Applicant Headquarters

<Select>

Project Service States

Available

Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Federated States of Micronesia  
Florida  
Georgia  
Guam  
Hawaii

Add

Remove

Add All

Remove All

Selected

Load Project Service Areas

Project Service Areas

Available

Selected

Add

Remove

Add All

Remove All

Will any portion of your proposed project serve federally recognized tribal entities?

☐ Yes ☐ No

Indicate each federally recognized tribal entity your proposed project will serve.

Available

Selected

Add

Remove

Have you consulted with each of the federally recognized tribal entities identified above?

☐ Yes ☐ No

Save

Save and Continue

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## Congressional Districts

The Applicant is required to select the location of its headquarters from the dropdown menu. Next, the Applicant should select the appropriate states of the Project Service areas by highlighting the state name and clicking "Add." After completing the "Project Service States," the Applicant should click on the "Load Project Service Areas" button. The relevant Congressional Districts will appear below in the "Project Service Areas." The Applicant should indicate the Congressional District(s) in which the project will provide service and select "Add." Additional guidance on Congressional Districts may be found at <http://www.nationalatlas.gov/printable/congress.html> with maps of each Congressional District.

If an Applicant adds or removes states from the "Project Service States" box, Easygrants will update the "Project Service Areas" and "Tribal Impact" fields when the page is saved.

## Tribal Impact

**Question:** Will any portion of your proposed project serve federally recognized tribal entities? Please answer Yes or No.

Each Applicant is required to answer whether its proposed project would serve federally recognized tribal entities and, if so, to specify which tribal entities the proposed project would serve.

**Question:** Indicate each federally recognized tribal entity your proposed project would serve.

Each Applicant is required to select each tribal entity the proposed project would serve and add it to the "Selected" section of the question. Please note that some tribes have lands located in more than one state, and the Applicant should ensure that it selects each tribe in all states that its proposed project would serve.

**Question:** Have you consulted with each of the federally recognized tribal entities listed above?

The Applicant is strongly encouraged to consult with each of the federally recognized tribal entities that the proposed project would serve before submitting this application. As described in the NOFA, after the application deadline, NTIA will invite each federally recognized tribal entity to comment on applications that propose to serve its members in an effort to fund projects that best meet the needs of the tribal entities.





## 10 Demographics

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Submit Application - Public Computer Centers (Easygrants ID: 346)

Demographics - Applicant Applicant

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Instructions

Indicate the demographic category or categories your program will serve by completing the questions below.

Project Information

Program: Broadband Non-Infrastructure Programs

Funding Opportunity: Public Computer Centers

Funding Cycle: Winter 2010 Public Computer Centers

Demographics

Will your proposed project be specifically directed to serve vulnerable population groups?

☐ Yes ☐ No

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

☐ Hispanic

☐ Black/African-American

☐ Asian

☐ Native American or Native Alaskan

☐ Native Hawaiian or Pacific Islander

☐ English as Second Language (ESL)

☐ Disabled

☐ Low Income

☐ Unemployed

☐ Senior Citizen (55 and over)

☐ Youth

☐ Other

If Other, please explain

Vulnerable Populations

Add/Edit

Accessibility

Add/Edit

Other Languages

Add/Edit

Outreach

Click "Add" to enter outreach

Add/Edit

How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?

Training and Education

Click "Add" to enter peripherals and equipment

Add/Edit

Click "Add" to enter workstation software

Add/Edit

Click "Add" to enter training and education programs

Add/Edit

If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

How many hours of training will be provided to each participant?

How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?

Save Save and Continue

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## Demographics

**Question:** Will your proposed project be specifically directed to serve vulnerable population groups?

If "Yes," then which vulnerable population groups will your proposed project serve? Check as many as apply:

- ☐ Hispanic
- ☐ Black/African-American
- ☐ Asian
- ☐ Native American or Native Alaskan
- ☐ Native Hawaiian or Pacific Islander
- ☐ English as Second Language (ESL)
- ☐ Disabled
- ☐ Low Income
- ☐ Unemployed
- ☐ Senior Citizen (55 and over)
- ☐ Youth
- ☐ Other

**Question on Vulnerable Populations:** Please describe the specific affirmative steps that your program will take to engage and serve each specified vulnerable population checked on the "Demographics" page..

As described in section VII.A.3.b.iv of the NOFA, reviewers will evaluate applications on their proposed level of support for vulnerable populations. Consideration will be given based on the number of vulnerable populations likely to be affected by the project as well as the steps the Applicant plans to take to engage and address the specific needs of those vulnerable populations identified. The Applicant is required to write an essay answer explaining how its proposed projects will address the needs of each group. The Applicant should provide background data on each group and specifically indicate how the proposed project will engage and serve the groups.

If the Applicant has checked more than one vulnerable population group, it is *required* to address each vulnerable population group individually. See the below box for resources provided by the U.S. Census Bureau that can aid the Applicant in providing demographic and other information about local vulnerable populations.

The Applicant should fully describe how it identified the vulnerable population groups that its proposed projects will target, and whether the Applicant used its own methodology or one of the sources listed above.

This response is limited to 3000 characters.





NOTE: Demographic Resources

The DataWeb (<http://www.thedataweb.org/index.html>) is a network of online data libraries that the DataFerrett (<http://dataferrett.census.gov/index.html>) uses to access statistical information. Topics include census data, as well as economic, health, income, population, labor, employment, crime, and vital statistics data.

U.S. Census Bureau Guide to Census Tract Resources (<http://www.census.gov/geo/www/tractez.html>).

U.S. Census Bureau Data Access Tools (<http://www.census.gov/main/www/access.html>)

**Question on Accessibility:** Please describe the ways in which your center(s) will be accessible and welcoming to people with disabilities and which technologies will be used (*i.e.*, software, adaptive technologies).

If the Applicant indicated that its proposed project would be specifically directed to serve people with disabilities, it is required to explain how its proposed project would address the needs of people with disabilities, including, for example, which technologies, locations, or other steps would be used to ensure accessibility for individuals with disabilities. The Applicant is encouraged to use examples, specifically describing special equipment and software that will be available to users with disabilities. To the extent applicable, responses should address specific disabilities, *e.g.*, blindness, deafness, or severe vision or hearing impairment, conditions that substantially limit one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying.

This response is limited to 3000 characters.

**Question on Other Languages:** Please describe the multilingual training and outreach being offered and which languages it will be in.

The Applicant that indicates that the proposed project would be specifically directed to serve speakers of English as Second Language (ESL) is required to indicate the types of multilingual training and outreach initiatives. Explain the goals of each training and outreach initiative and how it would positively impact the groups indicated. Please also describe any special equipment and software that will be available to ESL users.

This response is limited to 3000 characters.





## Outreach Initiatives

Outreach	
Click "Add" to enter outreach	<input type="button" value="Add/Edit"/>
How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?	<input type="text"/>

**Question on Outreach:** Please describe your outreach strategy to ensure usage of services and equipment provided in your program proposal, and why you have chosen this strategy.

The Applicant must provide information detailing the public education and awareness campaigns it will conduct as a part of its proposed project. For each medium or method proposed, the Applicant should identify the target demographic, and the expected numbers of persons reached. Also, the Applicant should explain why the methods it has chosen are appropriate for its audience.

This response is limited to 3000 characters.

**Question:** How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?

The Applicant is required to identify the total number of new users it expects to generate at its public computer center(s). The information it provides should relate only to the results of programs funded by BTOP. If the Applicant is targeting a specific population group, ensure that the estimate is realistic and does not exceed the targeted population size. If it has existing programs that are not funded by BTOP grants, it should not include information about the users of those programs here.

## Training and Education

Training and Education	
Click "Add" to enter peripherals and equipment	<input type="button" value="Add/Edit"/>
Click "Add" to enter workstation software	<input type="button" value="Add/Edit"/>
Click "Add" to enter training and education programs	<input type="button" value="Add/Edit"/>
If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?	<input type="text"/>
How many hours of training will be provided to each participant?	<input type="text"/>
How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?	<input type="text"/>

**Question on Peripherals and Equipment:** Please describe the specific types of personal computing peripherals and/or broadband equipment that you intend to provide for each workstation.

The Applicant that proposes a program that will include providing equipment or computers to individuals, families, or small businesses is required to provide an estimate on the number of computing peripherals and/or broadband equipment it intends to provide. In addition, include the characteristics of each type of equipment. Please identify any special peripherals and equipment that will only be available at certain locations.

This response is limited to 1500 characters.





**Question on Workstation Software:** Please describe the type of software that you intend to provide on each workstation.

The Applicant is required to describe the characteristics of each type of software it intends to provide on each workstation.

This response is limited to 1500 characters.

**Question on Training and Education Programs:** Please describe your primary training and educational programs, including curricula, student certification programs, and number of instructors and their qualifications. Explain how these programs respond to the needs within your community, and detail any lessons learned from prior experience.

The Applicant that proposes training and education programs is required to identify the curriculum, certification programs, and the number of instructors that will be dedicated to teaching each program. Furthermore, the Applicant will need to demonstrate, by example, how these programs will respond to and benefit the needs of the community, including training and educational objectives and milestones that will be reached. NTIA encourages the Applicant to provide examples of old programs and the lessons learned from those programs that will be used in the future for the implementation of new programs. The Applicant should be certain to indicate whether additional recourses will be allocated to PCCs that focus on training.

This response is limited to 6000 characters.

**NOTE: Filtering Software**

A PCC may apply filtering software to prevent users from accessing unsafe or obscene content. NTIA does not require or prohibit the use of filtering software at a public computer center. BTOP funding does not affect the obligations under the Children's Internet Protection Act that apply to schools and libraries receiving Universal Service support or Library Services and Technology Act funds. (See 47 U.S.C. 254(h); 20 U.S.C. 9134(f)).

**Question:** If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

The Applicant proposing digital literacy or other training programs should indicate the estimated number of people the proposed training program will serve on an annual basis. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the beneficiaries of those programs here.





**Question:** How many hours of training will be provided to each participant?

The Applicant proposing digital literacy or other training programs should indicate the estimated number of training hours that will be provided to each participant. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the hours of those programs here.

**Question:** How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?

The Applicant proposing digital literacy or other training programs should indicate how many Full Time Employee (FTE) instructors or facilitators the proposed project will employ for training courses. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the FTEs of those programs here.








## 11 Project Budget

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Submit Application - Public Computer Centers (Easygrants ID: 346)  
Project Budget - Applicant Applicant

**Instructions**

Please provide project budget information below.

**Project Information**

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Public Computer Centers

Funding Cycle:

Winter 2010 Public Computer Centers

**Project Budget**

Please complete estimated funding information for the project according to the following categories:

a. Federal Grant Request

\$

b. Total Match Amount

\$

c. Total Budget

\$

Match Percent

%

Click "Add" for Projects Outside Recommended Funding Range

Add/Edit

Click "Add" to enter the Sustainability

Add/Edit

**Outside Leverage**

Applicant is providing matching funds of at least 20% towards the total eligible project costs. \*

☐ Yes ☐ No, applying for a waiver

If NO is selected, you are required to submit additional documentation.

Click "Add" to describe the matching contributions

Add/Edit

Click "Add" to enter unjust enrichment

Add/Edit

Click "Add" to enter the disclosure of federal and/or state funding sources

Add/Edit

**Budget Narrative**

Click "Add" to enter the budget narrative

Add/Edit

Click "Add" to describe the budget reasonableness

Add/Edit

Click "Add" to describe the demonstration of need

Add/Edit

**Funds to States/Territories**

Total

\$

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The Applicant must ensure that its total project budget matches other budget related questions and uploads throughout the application.

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## Project Budget

**Project Budget**

Please complete estimated funding information for the project according to the following categories:

a. Federal Grant Request	\$ <input type="text"/>
b. Total Match Amount	\$ <input type="text"/>
c. Total Budget	\$ <input type="text"/>
Match Percent	% <input type="text"/>

Click "Add" for Projects Outside Recommended Funding Range

Click "Add" to enter the Sustainability

**Question on Projects Outside the Recommended Funding Range:** If this total project budget is above or below the project size range recommended in the NOFA (\$500,000-\$15 million), please provide a reasoned explanation for this variance from the recommended range.

Based on NTIA's experience from the initial round of funding, it has determined that the total project budget for a PCC project generally should not be below \$500,000 or above \$15 million. An Applicant proposing projects outside of this range must provide a thorough rationale for the requested variance in the project size. NTIA will evaluate this rationale based on the reasonableness of a project's costs and the level of funding available for this program.

This response is limited to 1500 characters.

**Question on Sustainability:** Demonstrate the sustainability of your project. Please indicate whether and how the project will be sustained beyond the funding period. Also discuss how the projected increases in broadband adoption rates will be sustained beyond the grant period.

The Applicant is expected to convincingly demonstrate the ability to sustain the projects beyond the funding period. The Applicant should detail how any costs associated with training and/or other recurring expenses will be covered after the grant expires. The Applicant must also explain how its project will enable its public computer centers to sustain themselves, provide ongoing services, and maintain community support beyond the scope of this grant.

The Applicant should submit a plan describing how programs funded by this grant program will sustain themselves without ongoing federal grant assistance after the funding period has ended. BTOP seeks to support organizations that need funds to expand services but have a demonstrated ability to provide services beyond the scope of the grant period. To the extent the Applicant seeks funding for operational expenses during the grant period, it will be vitally important for the Applicant to demonstrate how it will secure funds to cover those costs at the conclusion of the grant program. The Applicant should provide information about its past history as well as any substantiating data on other sources of funding for its organization where possible.

This response is limited to 3000 characters.





## Outside Leverage

**Outside Leverage**

Applicant is providing matching funds of at least 20% towards the total eligible project costs. \*

☐ Yes ☐ No, applying for a waiver

If NO is selected, you are required to submit additional documentation.

Click "Add" to describe the matching contributions [Add/Edit](#)

Click "Add" to enter unjust enrichment [Add/Edit](#)

Click "Add" to enter the disclosure of federal and/or state funding sources [Add/Edit](#)

---

**Question:** Applicant is providing matching funds of at least 20% or more towards the total eligible project costs. If NO, is selected, you are required to submit additional documentation.

Easygrants will automatically calculate the minimum non-federal match required in the application. If the Applicant requests a waiver of the 20 percent project cost share/matching requirement, the Applicant must provide a Waiver Request through in the Upload section of the application. Please see section 1.11.1 above for guidance on requesting a waiver of this provision.

Easygrants calculates the match based on total application project cost, not the federal grant request amount associated with the project. Thus, the minimum match will be calculated as 20 percent of the total project cost. For example:

Match	= 20% (Non-Federal Share)
Federal Award	= 80% (Federal Share)

To calculate minimum match required for BTOP, multiply "Total Cost of Project" by 0.20.

1. Total Cost of Project to Be Implemented:	\$10,000,000 (*0.20)
Federal Match Requirement:	\$2,000,000
Federal Grant Request:	\$8,000,000
2. Total Cost of Project to Be Implemented:	\$6,000,000 (*0.20)
Federal Match Requirement:	\$1,200,000
Federal Grant Request:	\$4,800,000





#### NOTE: Matching Funds

Many Applicants during the first round of funding expressed confusion as to whether the match requirement was 20 percent of the total project cost or 20 percent of the federal grant request. The match must be 20 percent of the total project cost. Seen another way, non-federal funds on a project equal 25 percent of the federal funds allocated to that project. The ratio of non-federal to federal funds is  $20/80 = 2/8 = 1/4 = 25$  percent. For every four dollars of federal funds provided, the grantee must provide one dollar in non-federal cost share (4:1).

**Question on Describing Matching Contributions:** Please provide a detailed account of all matching costs for this project. For cash matches provide: a) the name of the party providing the match, b) the funding amount (and percentage of the total budget it represents), c) the type of funding (e.g., grant match, equity, debt, internal, other), d) the use of the funding, and e) any key financing terms and conditions. For in-kind matches, provide: a) the name of the party providing the match, b) the match value (and percentage of the total budget it represents), c) the nature of the in-kind contribution, d) an explanation of how the contribution qualifies as an eligible cost under BTOP eligible cost rules, and e) if the contributor is not the Applicant, a description of any benefits the contributor will derive from the project (e.g., free or discounted access to the network).

The Applicant must describe the matching fund amounts, both cash and in-kind, that it and its funding sources will provide directly to the execution of this project. Applicants who equal or exceed 30% of the total eligible costs of the project will receive strong consideration in the selection process. Therefore, the Applicant is strongly encouraged to obtain additional cash funds to apply to the project from all available sources, including state and local government, charitable and other non-profit grants, donations, economic development funds, and financial assistance programs.

The Applicant is also encouraged to seek in-kind contributions to be used in the execution of this project. These in-kind contribution costs must be directly attributable to a budget item that the Applicant has identified for executing its project and must be an "eligible cost" as defined in the NOFA and in federal grant requirements (see to section 1.7 for additional information). In-kind contributions must also be necessary to the success of the project. Such costs may be products, services, equipment, or other forms of direct assistance to the proposed project. In-kind contributions that are shared-use with other activities or projects not directly involved with this program will be eligible for application to matching fund amounts only if the Applicant can clearly demonstrate the proportion of those shared-use contributions that will apply directly to its proposed project. For example, a staff member might spend 20 percent of her time on the project, with salary paid by the Applicant as a matching contribution. The Applicant would need to be able to document the time and activities of the staff member for audit purposes, so that the matching amount could be verified.

As provided in 48 U.S.C. § 1469a, the requirement for local matching funds under \$200,000 (including in-kind contributions) is waived for the Territorial governments in Guam, American Samoa, the U.S. Virgin





Islands, and the Commonwealth of the Northern Mariana Islands. Grant funds under this program will be released in direct proportion to the documented expenditure of matching funds.

This response is limited to 6000 characters.

#### NOTE: Matching Requirements

Generally, federal funds may not be used as matching funds except as provided by federal statute. (See NOFA section V.C.1.; 15 C.F.R. 14.23(a)(5) and 24.24(b)(1).) For example, 40 U.S.C. section 14321(a)(4) authorizes the use of grant funds from the Appalachian Regional Commission (ARC) as matching funds if the ARC decides such use is appropriate. Similarly, 25 U.S.C. section 450h(c) provides that funds granted by the Interior Department and the U.S. Department of Health and Human Services (HHS) to tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act can be used to meet the matching funds requirement of other federal grant programs which contribute to the purposes for which the grants were awarded by the Department of the Interior and HHS.

The Applicant cannot use funds for which it has applied (but has not yet been granted) to demonstrate that it can meet BTOP's 20 percent match requirement. In the absence of a waiver based upon the Applicant's demonstration of financial need, an Applicant must demonstrate its capacity to provide matching funds of at least 20 percent toward the eligible project cost.

An in-kind contribution of previously purchased equipment could be a part of a grantee's cost share if the equipment is appropriately dedicated to the BTOP-funded project. An in-kind contribution of equipment is added to the project at the time it is dedicated to the project, NOT at the time it is purchased. Consequently, if the grantee dedicates previously purchased equipment to the project at the time of the award, the expenditure will be deemed to take place at the time of the award. Based on the particular circumstances, the value of the match should be estimated by calculating a use allowance, depreciation, or current fair market value.

The Applicant is allowed to use monies from a state (or other non-federal) grant awarded to provide service, purchase equipment, and provide training eligible as matching funds.

The Recovery Act requires a BTOP Applicant to demonstrate, to the satisfaction of the Assistant Secretary, that it will appropriate (if Applicant is a state or local government agency) or otherwise unconditionally obligate, from non-federal sources, funds required to meet the matching requirement. As a result, while the Applicant is not required to have all matching funds on hand at the time it submits the application, it must convincingly demonstrate that it will be able to supply the proposed matching funds if it receives a grant.





#### NOTE: Matching Requirements

While, in some cases, a document such as a letter of commitment may be sufficient evidence of Applicant's capability to supply the necessary funds, if the source of funds identified appears to be speculative, NTIA may reject the application. If an application is selected for an award, the Applicant must, at the time of the award, be able to access and use the matching share at a rate at least proportional to the federal share.

**Question on Unjust Enrichment:** Please state whether this project is receiving or if you have applied for any Federal support for non-recurring costs in the area for which you are seeking an award. If so, please state how much and from which federal program.

The Applicant must state whether it or any of its subrecipients is receiving or if it has applied for federal support in the same proposed funded service area as its proposed BTOP project.

While BTOP applicants may apply for USF funding under E-rate and/or the Rural Health Care Pilot Program (RHCPP), they may not receive duplicate funding for recurring Internet access services and/or nonrecurring services for broadband infrastructure.

This response is limited to 3000 characters.

**Question on Disclosure of Federal and/or State Funding Sources:** Please disclose the source and amount of other federal or state funding received or requested for activities or projects to which this project relates. Please specify all Universal Service Fund (USF) funding delineated by specific program.

The Applicant must disclose the source and amount of other federal or state funding it or any of its subrecipients has received, or has requested, for projects to which the application relates. This disclosure must include funding from all Universal Service Fund funds including, but not limited to, funding from the Schools and Libraries Program, Rural Health Care Program and Pilot Program, and the High Cost Program.

This response is limited to 3000 characters.

## Budget Narrative

Budget Narrative	
Click "Add" to enter the budget narrative	<input type="button" value="Add/Edit"/>
Click "Add" to describe the budget reasonableness	<input type="button" value="Add/Edit"/>
Click "Add" to describe the demonstration of need	<input type="button" value="Add/Edit"/>





**Question on Budget Narrative:** Please provide a narrative that explains the project budget (as proposed on SF-424 A and/or SF-424 C) and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are necessary and appropriate to the solution you are proposing.

The budget narrative is an important supplement to the detailed budget and SF-424A (nonconstruction) or SF-424C (construction), as it provides additional explanation, detail, and context for the budget totals and line items. The budget narrative should be detailed enough to provide reviewers with information *in addition* to what appears in the Detailed Budget upload and the SF-424A or SF-424C.

All budget figures in the budget narrative must exactly correspond to the figures for the same items in the Detailed Budget upload and the SF-424A or SF-424C. For example, if the SF-424A lists the total personnel cost as \$50,000, the total personnel cost in the Detailed Budget upload *and* the budget narrative must also equal \$50,000.

The descriptions in the budget narrative must be easily linked to actual numbers in the Detailed Budget and the SF-424A or SF-424C. Do not bundle items in different ways to create totals that cannot easily be compared from the narrative to the Detailed Budget upload. For example, if the Detailed Budget lists line items for 10 computers at a cost of \$10,000 and five printers at a cost of \$1,000, it is not sufficient for the budget narrative to describe these items as “public computer center equipment for a little over \$10K.” Rather, the budget narrative should state that 10 computers will be purchased at a total cost of \$10,000, and five printers will be purchased at a total cost of \$1,000.

This response is limited to 3000 characters.

**Question on Budget Reasonableness:** Concisely and convincingly explain why the unit price and total number of units required for this project are reasonable to deliver your proposed services in the designated proposed funded service areas. Provide any relevant data and summaries of your analysis (e.g., industry benchmarks around units required per institutions served).

In this section, the Applicant should justify the costs it is proposing based on past experience, competitive bids, published prices, local norms, or other specific metrics. The Applicant should follow closely its budget narrative, describe how it arrived at particular costs and why it believes the costs are reasonable based on the tasks it will undertake. Ensure that each cost is eligible for funding under this program. The Applicant must explain why its budget is sufficient to carry out the project.

It is important that budgetary information presented in this section align with the Detailed Budget upload and other financial information provided throughout the application. Unfortunately, in the first round of funding many Applicants submitted a high level budget that did not correspond with the detailed budget or other financial statements in the application, causing delays in processing and damaging their prospects of receiving an award.

This response is limited to 3000 characters.







**Question on Demonstration of Need:** Provide documentation that the project would not have been implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue option for funding the project.

Provide documentation that the project would not be implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue options for funding the project.

The Applicant must clearly describe why the proposed project requires federal grant assistance and would not be possible without these funds. The Applicant may include denied funding requests or budgetary data that shows it would not have been able to pay for proposed programs on its own or with readily-available alternate funding sources, but if these rejections suggest that its program budgets are wasteful, mismanaged, or unreasonable this will be an insufficient demonstration. The Applicant may also describe any efforts to obtain funding that have been unsuccessful due to economic issues in its state or locality. If an Applicant has never applied for funding of any kind before, it should articulate why it has not, and why funds provided under the BTOP program would not be provided by another funding source.

This response is limited to 3000 characters.

### Funds to State/Territories

Funds to States/Territories	
State	Amount of Federal Grant Request
Washington	<input type="text"/>
Idaho	<input type="text"/>
Oregon	<input type="text"/>
<b>Total</b>	\$0

Please provide a breakdown of the federal funding request for each state or territory included in the proposed project service area. The total across all states and territories should equal the total federal grant request.





## 12 Historical Financials

**Broadband USA**

Submit Application - Public Computer Centers (Easygrants ID: 346)  
Historical Financials - Applicant Applicant

**Instructions**

Please provide historical financial information for your organization below.

**Project Information**

Program: Broadband Non-Infrastructure Programs  
Funding Opportunity: Public Computer Centers  
Funding Cycle: Winter 2010 Public Computer Centers

**Historical Financials**

	2007	2008	2009
Revenue	\$	\$	\$
Expenditures	\$	\$	\$
Net Assets	\$	\$	\$
Change in Net Assets from Prior Year	\$	\$	\$
Bond Rating (if applicable)			

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**Question:** Applicants are required to identify Historical Financials for 2007, 2008, and 2009 for the following categories:

- Revenue
- Expenditures
- Net Assets
- Change in Net Assets from Prior Year
- Bond Rating (if applicable)

Provide summary-level historical revenue, expenditure and net asset financial information based on the Applicant's detailed financial statements for the last three years. If the Applicant's organization was established less than three years ago, the Applicant should provide all available information. This information should be consistent with the Historical Financial Statements provided as an upload, discussed in section 17 below.





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Submit Application - Public Computer Centers (Easygrants ID: 346)  
PCC Summary - Applicant Applicant

**Instructions**

Please provide information on your PCC project below.

**Project Information**

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Public Computer Centers

Funding Cycle:

Winter 2010 Public Computer Centers

**Jobs**

Please provide estimates of the number of Job-years created by this program. Refer to the Council of Economic Advisor's guide to job creation estimates <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation-for-definitions-and-background>. You may deviate from the guidance for job creation estimates provided therein if you have sound reason to believe that you can provide a more accurate estimate of job creation by another methodology.

How many direct jobs-years will be created from this project?

How many indirect jobs will be created from this project?

How many jobs will be induced from this project?

Click "Add" to describe the methodology used to estimate jobs

**Public Computer Centers Capacity**

Proposed # of Public Computer Centers

Schools (K-12)

Libraries

Medical and Healthcare Providers

Public Safety Entities

Community Colleges

Public Housing

Other Institutions of Higher Education

Other Community Support Organization

Other Government Facilities

Total Proposed Public Computer Centers

Current # of Total Persons in Service Area

**Minority Serving Institutions**

Historically Black colleges and Universities

Tribal Colleges and Universities

Alaska Native Serving Institutions

Hispanic Serving Institutions

Native Hawaiian Serving Institutions

TOTAL MINORITY SERVING INSTITUTIONS

**Weekly Usage Summary**

Total Current # of Persons Served per 120-hour Business Week

Total Proposed # of Persons Served per 120-hour Business Week

Total Current # of Persons Served per 48-hour Weekend

Total Proposed # of Persons Served per 48-hour Weekend

**Broadband Workstation Summary**

Number of Current Workstations proposed to be upgraded

Total Current # of Broadband Workstations

Total Proposed # of Broadband Workstations

Average Current Facility Broadband Connection Speed

Mbps

Average Proposed Facility Broadband Connection Speed

Mbps

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## Jobs

**Jobs**

Please provide estimates of the number of job-years created by this program. Refer to the Council of Economic Advisor's guide to job creation estimates <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation> for definitions and background. You may deviate from the guidance for job creation estimates provided therein if you have sound reason to believe that you can provide a more accurate estimate of job creation by another methodology.

How many direct jobs-years will be created from this project?

How many indirect jobs will be created from this project?

How many jobs will be induced from this project?

Click "Add" to describe the methodology used to estimate jobs

Answer the questions on job creation in the appropriate sections.

**Question on Methodology:** Describe the methodology used to estimate jobs.

Applicants should refer to the Council of Economic Advisor's guide to job creation estimates at <http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation> for definitions and background, and may employ the methodology suggested there unless they can produce a more accurate estimate of job creation utilizing another methodology. The Applicant should describe the methodology employed to produce the job-years estimates provided above and note if the Council of Economic Advisors methodology was employed. The Applicant should describe clearly how it arrived at the estimates.

This response is limited to 1500 characters.

## Public Computer Centers Capacity

**Public Computer Centers Capacity**

Proposed # of Public Computer Centers

Schools (K-12)	<input type="text"/>
Libraries	<input type="text"/>
Medical and Healthcare Providers	<input type="text"/>
Public Safety Entities	<input type="text"/>
Community Colleges	<input type="text"/>
Public Housing	<input type="text"/>
Other Institutions of Higher Education	<input type="text"/>
Other Community Support Organization	<input type="text"/>
Other Government Facilities	<input type="text"/>
Total Proposed Public Computer Centers	

Current # of Total Persons in Service Area

List the number of public computing centers in each of the appropriate categories to complete a total number of proposed public computing centers. If the Applicant does not have a center in a particular category, enter "0" in the box. The figures provided here should precisely match the data provided in the PCC Details upload—with one exception: the PCC Details template includes two additional types of centers—mobile and commercial. Centers in these categories in the upload should be included in the "Other Community Support Organizations" category for this response.





The Applicant should also detail the current population in the service area to indicate the size of the area in terms of people. The BTOP provisions of the Recovery Act identify a core goal of providing broadband access to more people.

### Minority Serving Institutions

Minority Serving Institutions	
Historically Black colleges and Universities	<input type="text"/>
Tribal Colleges and Universities	<input type="text"/>
Alaska Native Serving Institutions	<input type="text"/>
Hispanic Serving Institutions	<input type="text"/>
Native Hawaiian Serving Institutions	<input type="text"/>
TOTAL MINORITY SERVING INSTITUTIONS	

Please indicate the number of minority serving institutions in each category that the proposed project intends to include. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment. Note that minority serving institutions should be accounted for in both the minority serving institution totals and for overall public computer center totals above. Please ensure that the numbers provided here are consistent with the data provided in the PCC Details upload.

### Weekly Usage Summary

Weekly Usage Summary	
Total Current # of Persons Served per 120-hour Business Week	<input type="text"/>
Total Proposed # of Persons Served per 120-hour Business Week	<input type="text"/>
Total Current # of Persons Served per 48-hour Weekend	<input type="text"/>
Total Proposed # of Persons Served per 48-hour Weekend	<input type="text"/>

In each question, identify the amount of current and proposed persons to be served. If the Applicant does not have an answer for a particular category, enter "0" in the box. The Applicant should answer the questions that identify the number of persons served by each of its current public computer centers without including the estimated service level proposed to be served after receiving BTOP funding. In contrast, the proposed numbers should include targets for the number of additional persons served if the Applicant's proposal receives funding. Please ensure that the totals provided here are consistent with the totals provided in the PCC Details upload.





## Broadband Workstation Summary

Broadband Workstation Summary	
Number of Current Workstations proposed to be upgraded	<input type="text"/>
Total Current # of Broadband Workstations	<input type="text"/>
Total Proposed # of Broadband Workstations	<input type="text"/>
Average Current Facility Broadband Connection Speed	<input type="text"/> Mbps
Average Proposed Facility Broadband Connection Speed	<input type="text"/> Mbps

The information the Applicant provides here will help NTIA determine the capacity of the center(s) now and how that will change as result of the BTOP project if it is funded. The Applicant should identify the total number of current workstations, and the average broadband speed for the public computing centers included in the grant application. The Applicant should also identify, to the extent practical, the expected changes in the number of workstations and facility broadband speed that would occur if the Applicant's proposal receives funding. Please ensure that the figures provided here are consistent with the totals provided in the PCC Details upload.





## 14 Project Readiness

Text Area Name	Description	Required for all Applicants	Text	Options
Licenses and Regulatory Approvals	List any licenses or regulatory approvals required to complete your project and indicate the status of each.	Yes		<input type="button" value="Add"/>
Organizational Readiness	Describe your organization's readiness to implement the project.	Yes		<input type="button" value="Add"/>
Project Timeline and Challenges	Provide a detailed implementation plan.	Yes		<input type="button" value="Add"/>
SPIN Number	Name and SPIN Number	No		<input type="button" value="Add"/>

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### Licenses and Regulatory Approvals

**Question:** If applicable, please list any local, state or federal licenses and regulatory approvals required to complete the project, and indicate the status of each.

The Applicant should submit a list of any licenses and regulatory approvals that are required to provide the proposed services. These might include construction permits, wireless service licenses, fire and safety permits, etc. Please indicate the status of each (such as “not applied for,” “pending,” or “approved”).

This response is limited to 1500 characters.

### Organizational Readiness

**Question:** Please describe key factors that demonstrate an Applicant's organization will be prepared to implement, operate, and sustain your project using federal funds. Include past experience in managing projects of comparable size and complexity.

The Applicant should submit a summary of the organization's track record in executing projects similar to the one proposed. This summary should include the number of years the organization has been in existence, the number of years the organization has been successfully managing projects similar to the one proposed, and an evaluation of the organization's preparedness to implement, operate, and sustain a







public computer center. The Applicant should identify key partners and staff that are aligned with the implementation and sustainability of the project.

This response is limited to 3000 characters.

### Project Timeline and Challenges

**Question:** Please provide a detailed implementation plan on a quarterly basis that shows the phases of the project and establishes key milestones. Include such activities as construction, staffing and hiring, resource development, staff training, equipment purchases, and installation. Also, include a description of key challenges or risks to the timely completion of the project, including any mitigation plans to address those risks.

The Applicant must submit a plan for the period of the proposed project. The plan should include at least quarterly milestones, though the Applicant may set more frequent milestones if desired. The Applicant should be certain to cover any areas that will aid reviewers in assessing how the Applicant plans to achieve each goal or milestone. Milestones might include hiring of key staff, finalizing of program curricula, purchase of equipment, installation and configuration of new computer terminals or in-building networking, a “grand opening” of new or improved facilities, timelines for graduating classes from new training programs, or other items critical to the success of the proposed project. The schedule should clearly identify the start dates and expected completion of different phases of the project.

Additionally, the Applicant should describe issues or barriers that could delay the proposed project's implementation. The Applicant should assess the likelihood of each risk or challenge, estimate the impact each would have on the project and the project schedule, and outline a mitigation plan for addressing it.

For BTOP, a project is considered “substantially complete” when the grantee has met 67 percent of the project milestones and received 67 percent of its award funds. Projects will be evaluated on the demonstrated ability of the Applicant to promptly start the project and the reasonableness of the project timeline and associated milestones. NTIA encourages project schedules that will be completed in two years.

This response is limited to 3000 characters.

**Question:** If the Applicant and any proposed award subrecipients have an FCC Universal Service Fund Service Provider Identification Number (SPIN), please provide the following information: Name of Entity and SPIN.

If either the Applicant or any subrecipient has applied for and received a service provider identification number (SPIN) from the FCC, please indicate that here and provide the identification number(s).

This response is limited to 1500 characters.





## 15 Environmental Questionnaire Part One



Submit Application - Public Computer Centers (Easygrants ID: 346)  
Environmental Questionnaire - Applicant Applicant

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**Instructions**

This section is to be completed for those projects historically shown not to create significant environmental impacts to the human or natural environment. Any answer of yes will require additional information or review.

**Project Information**

Program: Broadband Non-Infrastructure Programs  
Funding Opportunity: Public Computer Centers  
Funding Cycle: Winter 2010 Public Computer Centers

**Environmental Questionnaire**

Does this PCC application have construction or ground disturbing activities? If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.

Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

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**Question:** Applicant will be required to provide the following information:

Does this PCC application have construction or ground disturbing activities? If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Does the proposed action involve ground or surface disturbance to accommodate new fiber optic





cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.

Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

All PCC Applicants must answer the first question, as to whether the proposed project includes construction or ground disturbing activities. If the proposed project involves construction or ground disturbing activities the Applicant should proceed to the Environmental Questionnaire Part Two. If the Applicant's project does not include construction or ground disturbing activities, it should complete this environmental checklist.

If a question on a particular issue contains more than one question the Applicant should respond "Yes" only if the answer to each question is yes. In other words, for the question, "Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure?" the Applicant should respond "Yes" only if the project will involve the procurement of materials AND the materials will be installed, stored or operated in an existing building or structure.





## 16 Environmental Questionnaire Part Two

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Submit Application - Public Computer Centers (Easygrants ID: 346)

Environmental Questionnaire - Part 2 - Applicant Applicant

Instructions

The Environmental Questionnaire must be completed for all PCC applications that involve construction or ground disturbing activities. Any project-related activity that may adversely affect the environment must not be undertaken prior to the completion of Rural Utilities Service/National Telecommunication and Information Administration environmental review process. Doing so may jeopardize consideration of your application. All of the following questions must be completed or the application will be considered incomplete. Additional guidance related to BTOF/BIP environmental requirements can be found at <http://www.broadbandusa.gov/compliance.htm>.

Project Information

Program:

Broadband Non-Infrastructure Programs

Funding Opportunity:

Public Computer Centers

Funding Cycle:

Winter 2010 Public Computer Centers

Environmental Questionnaire

Project Description

Add/Edit

Property Changes

Add/Edit

Buildings

Add/Edit

Wetlands

Add/Edit

Critical Habitats

Add/Edit

Floodplain

Add/Edit

Protected Land

Add/Edit

Coastal Area

Add/Edit

Brownfield

Add/Edit

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**Question on Project Description:** Describe all project-related construction activities, including, but not limited to building construction related to installing pre-fabricated buildings; internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities); the construction and installation of buried cable; or installation of telecommunications transmission facilities including construction of new monopole towers, satellite dishes. Complete descriptions must be provided for each site affected by project-related construction

### NOTE: Environmental Questionnaire

Describe any past or planned community or local, state or federal government consultation for environmental issues surrounding the proposed project, e.g., state historical preservation officer, U.S. Fish and Wildlife Service.

The Environmental Questionnaire must be completed for all PCC projects that include construction or ground disturbing activities. Select "Add" to address each relevant question. Any project-related activity that may adversely affect the environment must not be undertaken prior to the completion of the

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environmental review process prescribed by NTIA. Doing so may jeopardize consideration of the application. All of the following questions must be completed or the application will be considered incomplete. Additional guidance related to BTOP environmental requirements can be found at <http://www.broadbandusa.gov/compliance.htm>. Applicants for PCC projects must complete the environmental questionnaire to comply with the National Environmental Policy Act, the National Historic Preservation Act, and the Endangered Species Act, and other applicable environmental regulations set forth in more detail at <http://www.broadbandusa.gov/compliance.htm>.

Each response is limited to 1500 characters.

**Question on Property Changes:** Describe and indicate the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project. Describe the current land use and zoning for each project site affected by construction including whether the project is proposed to be located on public land owned or managed by the federal government. For information related to federal lands see the following Web site – <http://www.geocommunicator.gov>. This Web site provides cadastral survey and land management information and data from the National Integrated Land System specifically the distribution of the Public Land Survey System (PLSS), other survey-based data, and federal land boundaries.

**Question on Buildings:** Describe buildings or other structures (*i.e.*, transmission facilities), including dimensions, to be constructed or modified. For linear projects, state whether the project is to be located on or within previously disturbed public rights-of-way.

**Question on Wetlands:** Describe and indicate whether wetlands are present on or near the project site(s) affected by construction (maps of wetlands may be obtained from the U.S. Fish and Wildlife Service's National Wetland Inventory Web site: <http://www.fws.gov/wetlands/> or from soil maps obtained from the USDA, Natural Resource Conservation Service's Web site: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>).

**Question on Critical Habitats:** Describe and indicate whether any project site(s) will directly or indirectly affect any threatened, endangered or candidate species or is within or near critical habitats. To document the analysis, The Applicant must provide species lists and appropriate specie accounts obtained from the U.S. Fish and Wildlife Service's Web site: [http://ecos.fws.gov/tess\\_public/](http://ecos.fws.gov/tess_public/) for each county affected by construction of the project.

**Question on Floodplains:** Describe whether or not any facility(ies) or site(s) are located within a 100 or 500-year floodplain. Information related to floodplains and National Flood Insurance Maps may be obtained from the Federal Emergency Management Agency's (FEMA) Web site: <http://www.msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10001&storeId=10001&categoryId=12001&langId=-1&userType=G&type=1>. If any project-related construction activities are within floodplains, a copy of the FEMA, "FIRMette" with construction activities depicted on the map must be included. For obtaining FIRMettes review the tutorial provided by FEMA.





The FEMA tutorial mentioned in the Question on Floodplains can be found at:

[http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=firmetteHelp\\_0&title=FIRMette%20Tutorial](http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=firmetteHelp_0&title=FIRMette%20Tutorial)  
[http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=1&content=firmetteHelp\\_0&title=FIRMette%20Tutorial](http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=1&content=firmetteHelp_0&title=FIRMette%20Tutorial)

**Question on Protected Land:** Describe any cultural resources, including historic properties, *i.e.*, properties listed in or eligible for listing in the National Register of Historic Places, which are located in or within a one-mile radius of the project area and how they may be impacted by the project. Information related to historic properties can be obtained from the State Historic Preservation Office (SHPO) in the Applicant's respective state – see the Web site of the National Conference of SHPO: <http://www.ncshpo.org/find/index.htm>. The Applicant must indicate if any portion of the project is located on tribal lands, meaning lands within the exterior boundaries of any Indian reservation and all dependent Indian communities. Information regarding historic properties located on tribal lands may be obtained from the Tribal Historic Preservation Officer (THPO) or the tribe's official representative for historic preservation. If provided, the Applicant should provide any information gathered about historic properties on tribal lands, including any correspondence with an Indian tribe.

The Applicant must gather information about the nature and location of historic properties from the SHPO. SHPOs should be asked the following questions:

- Is the proposed project located on, within or adjacent to any properties listed in or eligible for listing in the National Register of Historic Places? Is the proposed project located on, within or adjacent to a National Historic Landmark? If the answer is yes, describe and indicate the geographic relationship between the project and property with maps.
- Will the proposed project impact, use or alter a building or structure that was constructed more than 50 years ago? If so, describe the building/structure with a statement of its condition, including photographs, and document its age.
- If provided, the Applicant should provide SHPO responses/information to these questions including any correspondence with the SHPO.

**Question on Coastal Areas:** Determine whether or not the project is within the boundaries of a coastal zone management area (CZMA). For boundary related and contact information related to CZMA, see National Oceanic and Atmospheric Administration, Office of Ocean and Coastal Resource Management's Web site: <http://coastalmanagement.noaa.gov/consistency/welcome.html>.

**Question on Brownfields:** Determine whether the project is located within a brownfield site. Per 42 U.S.C. § 9601, the term "brownfield site" means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Maps and locations of sites, facilities and properties that have been contaminated by hazardous materials and are being, or have been, cleaned up under EPA's Superfund, RCRA and/or brownfields cleanup programs can be found at the following Web site: <http://iaspub.epa.gov/Cleanups/>.





Note: PCC Environmental Document

The Applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein. If an Applicant advances to Due Diligence, NTIA will require the Applicant to provide applicable maps pertinent to the environmental review.







## 17 Uploads

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In order to successfully download templates from Easygrants and upload documents to your application, please make sure to **turn off pop-up blockers** on your browser. Also, please add this web site to your browser's trusted sites. For additional information, please refer to the FAQ.

Please follow these instructions to upload your documents.

1. If available, download the template (link in right column) and save the file to your computer.
2. Open the file and enter the required information. Refer to the application guidelines at [www.broadbandusa.gov](http://www.broadbandusa.gov) for more information about the requirements for each document.
3. Save the file on your computer in a permitted format - .doc, .docx, .pdf, .rtf, .xls, or .xlsx. The system will not accept documents that are not of a permitted file type. Those that are not of a permitted file type, such as PowerPoint documents, should be saved as PDFs before uploading.
4. Select the document you wish to upload from the drop-down menu below, and click Upload.
5. You will be taken to an upload editor with additional instructions.

For instructions regarding all uploads, please refer to the application guidance. To include supplemental information with your application, please use the supplemental upload and include a cover sheet to label the information.

Type	Required for all Applicants	Template
Management Team Resumes and Organization Chart	Yes	Management Team Resumes and Organization Chart
Government and Key Partnerships	No	Government and Key Partnerships
Historical Financial Statements	Yes	Historical Financial Statements - Instructions
Public Center Detail	Yes	PCC Details
Detailed Budget	Yes	PCC, SBA - Detailed Budget
Waivers	No	COI, SBA, PCC - Waivers
BTOP Certifications	Yes	BTOP Authentication and Certifications
SF424 Budget (A or C)	Yes	PCC SF-424 Budget
SF424 B and D Assurances	Yes	SF-424 B and D Assurances
Supplemental Information	No	N/A

Type \*

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In order to complete each that has a template, the Applicant must download the template and save the file to the Applicant's computer. The Applicant should open the file, enter the required information, and save the file on the Applicant's computer in one of the formats specified: .pdf, .doc, .docx, .rtf, .xls, .xlsx, .gif, .jpeg.

When the Applicant has prepared an upload and is ready to attach it to the application, click "Browse" in the "Upload Document" section to find the file on the computer. After the file name appears in the text box, click "Upload." Click "View" to view the document to verify it was accepted by Easygrants. If Easygrants encounters errors saving an upload, it will appear in the new window. **Applicants should upload only one file per designated upload slot.** Additional uploads of the same type may be disregarded. Therefore, to update a file that has already been uploaded, you should delete the file already uploaded before uploading the replacement file.





#### Note: Required Uploads

The required uploads listed above must be submitted with the application. Note that while the Government and Key Partnerships upload and the Waiver upload are not listed as required, they are considered conditional rather than optional. If the Applicant listed key partners in the application or is receiving matching contributions from a third party, the Applicant *must* provide documentation in the Government and Key Partnerships upload. If the Applicant is requesting a waiver in the application, the Applicant *must* provide documentation in the Waivers upload.

### 17.1 Management Team Resumes and Organization Chart

This is a REQUIRED upload for all PCC Applicants.

The Applicant must provide the resumes of the senior management team and project team members, including support staff, significant to the project's success. This should include individuals from the Applicant organization as well as any subrecipients. These resumes should identify years of experience and relevant expertise with projects of similar size, scope, and complexity. The Applicant must also identify specific prior or current projects, dates, and outcomes that showcase the management team's track record as relevant to executing the project. In addition, the Applicant must provide an organizational chart that details the structure of its organization, including any parent, subsidiary, affiliate, or partner organizations and as it relates to the Applicant's organizational hierarchy.

### 17.2 Government and Key Partnerships

This is a REQUIRED upload for all PCC Applicants that are partnering with key institutions, organizations, or other entities, or that are receiving part of their matching contribution from a third party. This is an optional upload for all PCC Applicants that are not partnering with key institutions, organizations, or other entities.

Applicants should submit documentation, such as letters of support or commitment, from each of the key partners in the project. The documentation should clearly describe the specific details of the partner's participation. For example, if the partner is providing part of the project's cost matching contribution, the documentation should state the exact amount of the cash contribution, or describe, in detail, the nature of the in-kind contribution. If the partner is an Indian tribe or a socially and economically disadvantaged small business, as discussed in the section 8 above, the documentation should make note of this, and explain the basis for this claim.

### 17.3 Historical Financial Statements

This upload is REQUIRED of all PCC Applicants.

Applicants must provide detailed organizational financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If Applicants' organizations were established





less than two years ago, provide all available information. Note that this response requires financial data for the organization as a whole. A standard annual Income Statement, Balance Sheet, and Cash Flows based on GAAP are preferable. If Applicants cannot readily produce this data in a standard format, they should explain why not, and provide comparable data, such as its most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of its financial history for a minimum of one year prior to submission of this application. If appropriate, Applicants may include Notes on Financial Statements that explain costs and revenues by major categories, and may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events Applicants feels require explanation. If key partners are involved in delivering programmatic benefits (e.g., operating a proposed broadband network), it is recommended that historical financial statements for the key partners be provided as well.

#### 17.4 Public Center Detail

This upload is REQUIRED of all PCC Applicants. The Public Center Detail template includes an Excel worksheet requiring the Applicant to provide data on all public computer centers that will benefit from the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application.

The Applicant must complete the Public Computer Center Details worksheet provided but may add rows as necessary to accommodate all of the public computer centers that will benefit from this project. The required information for each public computer center includes the following:

- Center name (indicate whether it is a current or proposed center);
- Name of organization running the center – if different from the Center name;
- Address of the center – provide the physical address of the center and not the mailing address (*i.e.*, do not give P.O. Boxes) and indicate whether the locations are to be leased or constructed in the future;
- Facility type – provide whether the facility is a School (K-12), Library, Medical or Healthcare Provider, Public Safety Entity, Mobile, Commercial, Community College, Public Housing, Other Institution of Higher Education, Other Community Support Organization or Other Government Facility; and
- Minority serving institution type – indicate whether the center is one of the following types of Minority Serving Institutions: Historically Black College or University, Tribal College or University, Alaska Native Serving Institution, Hispanic Serving Institution, or Native Hawaiian Serving Institution. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment.





Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type

**Totals:**

**Table of Facility Types**

School (k-12)  
Library  
Medical or Healthcare Provider  
Public Safety Entity  
Community College  
Public Housing  
Other Institution of Higher Education

**Table of Minority Serving Institutions**

N/A  
Historically Black College or University  
Tribal College or University  
Alaska Native Serving Institution  
Hispanic Serving Institution  
Native Hawaiian Serving Institution

In addition, for each Public Computer Center, Applicants must provide the following:

- Estimated number of total persons in facilities service area;
- Current number of broadband workstations available;
- Proposed number of broadband workstations to be replaced;
- Proposed number of broadband workstations to be added;
- Proposed number of broadband workstations available;
- Current facility broadband connection speed (Mbps);
- Proposed facility broadband connection speed (Mbps);
- Current average hours center is open to the public per 120-hour business week;
- Proposed average hours center is open to the public per 120-hour business week;
- Current average hours center is open to the public per 48-hour weekend;
- Proposed average hours center is open to the public per 48-hour weekend;
- Current number of persons served by center per 120-hour business week;
- Proposed number of persons served by center per 120-hour business week;
- Current number of persons served by center per 48-hour weekend;
- Proposed number of persons served by center per 48-hour weekend.



[illegible]

Note that the calculated totals in bold under a number of columns will be needed to complete the PCC Capacity page of the application. These include the following columns: estimated number of total persons in facilities service area, current number of broadband stations available, proposed number of broadband workstations available, current facility broadband connection speed, proposed facility broadband connection speed, current number of persons served per 120-hour business week, proposed number of persons served per 120-hour business week, current number of persons served per 48-hour weekend, and proposed number of persons served per 48-hour weekend.

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and must not convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of the template (e.g., by adding or removing worksheets).

## 17.5 Detailed Budget

This upload is REQUIRED of all PCC Applicants. The Detailed Budget template includes an Excel worksheet requiring the Applicant to provide a detailed budget of the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application.

## NOTE: Tips for Completing the Budget Documentation

All budget amounts must exactly match or tie out across all budget documentation. For example, do not provide estimates or approximate amounts in the budget narrative that do not exactly match amounts the SF-424A and Detailed Budget.



**NOTE: Tips for Completing the Budget Documentation**

All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in \$.49 or less should be rounded down to the nearest whole dollar, while amounts ending in \$.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of \$2.17 would be rounded down to \$2.00, while a subtotal of \$2.72 would be rounded up to \$3.00.) It is acceptable if .00 appears at the end of an amount.

All project costs should be contained in the budget documentation. Subrecipient costs should be rolled up into the primary the Applicant's budget documentation. Do not provide separate budgets or budget documentation for subrecipients.

All direct and indirect costs will be evaluated for allowability, allocability, and reasonableness according to the relevant cost principles. Only include costs that meet all of those criteria and note that additional detail or documentation may be requested.

The Detailed Budget should demonstrate how the different budget categories and the line items themselves break down into their underlying federal request and non-federal match components. For each budget category (e.g., personnel, equipment), break down the federal request and match amounts into one or more line items as appropriate. For example, the match amount for a particular budget category may all be going toward one line item (e.g., Program Manager), or may be split among numerous line items (e.g., laptops, printers, projectors). Break out each non-zero line into its federal and/or non-federal components. The detailed budget also provides insight into how the budget category totals were derived from the underlying line items, as well as how the line items were calculated from underlying cost components, such as number of units of equipment and unit cost or number of staff positions and salary. The template delineates between "General" cost category subtotals and "Detail" information for each line item. Be sure that line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). When preparing the detailed budget, provide the following information:

**Personnel Category Detail:** For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (e.g., for two employees each working for one year, Quarters Employed should be 4 rather than 8).





SF-424A Object Class Category				General				Detail				
a. Personnel - List position, number of staff, annual salaries, % time spent on project				Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
							\$0.00					\$0.00
							\$0.00					\$0.00
							\$0.00					\$0.00
							\$0.00					\$0.00
Subtotal					\$0.00	\$0.00	\$0.00					

**Fringe Benefits Detail:** For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applied to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (e.g., for two employees each working for one year, Quarters Employed should be 4 rather than 8).

b. Fringe Benefits - Include salaries and fringe rate.				Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Fringe Rate	Total
							\$0.00						\$0.00
							\$0.00						\$0.00
							\$0.00						\$0.00
							\$0.00						\$0.00
				Subtotal		\$0.00	\$0.00	\$0.00					

**Travel Details:** For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (e.g., trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant were accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.				Purpose of Trip	Federal Support	Matching Support	Total	# of Trips	Cost per Trip	Total
							\$0.00			\$0.00
							\$0.00			\$0.00
							\$0.00			\$0.00
							\$0.00			\$0.00
				Subtotal		\$0.00	\$0.00	\$0.00		

**Equipment Details:** List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop would have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost, indicate whether the unit cost has been impacted by a discount and for software list specific package names.







<b>d. Equipment Costs</b> - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end							
	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
<b>Applicant Equipment</b>							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>User Equipment</b>							
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**Supplies Detail:** Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

<b>e. Supplies</b> - List costs associated with materials/printing, curriculum, translations, and other supplies							
	Description	Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**Contractual Detail:** For each line item, identify the contractor and note the number of contracted hours of service and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

<b>f. Contractual</b> - List contractors with purpose of contract, hourly rate or total fixed rate.							
	Contractor	Federal Support	Matching Support	Total	# Hours (If Applicable)	Hourly Rate (If Applicable)	Total Contract
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**Construction Detail:** For each line item, note the number of units and the unit costs related to any incidental alterations or renovations. Again, note that if the major purpose of the proposed project is construction, land acquisition, or land development, the Applicant should submit SF-424C (Budget – Construction) and SF-424D (Assurances – Construction) *instead of* SF-424A and SF-424B.





<b>g. Construction</b> - If applicable, list construction costs	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Other Detail:** Separate items by type and include number of units, unit cost, and total cost for each line item. All subgrantee costs should be included in this budget category. Divide subgrantee costs into the same categories as the prime/lead Applicant's budget (*i.e.*, Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Construction, and Other). Further, because this budget category may contain a variety of line items (*e.g.*, technology, advertising), the term "unit" may need to be interpreted as appropriate for that particular line item. For example, an Internet service contract may need to be explained in terms of cost per month, while an advertising contract may be valued in different ways depending on the advertising media (*e.g.*, cost per article, cost per minute of air time). Provide appropriate detail to explain the total line item cost. For awareness program cost items, such as advertising, separate ad types (TV, radio, newspaper, etc) and include geography in which they will run.

<b>h. Other</b> - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units (If Applicable)</b>	<b>Unit Cost (If Applicable)</b>	<b>Total</b>
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**Indirect:** Provide the indirect rate and the calculation assumptions used.

<b>j. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>		<b>\$0.00</b>	<b>\$0.00</b>

In the space provided at the bottom of the page briefly explain the calculation used to derive the indirect costs, including the indirect rate and what is included in the basis. If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

Explanation of Indirect Charges

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**Additional Budget Notes:** This section allows Applicants to further comment on any budget matters. Note that there is also a Budget Narrative question in the application in which the Applicant must provide narrative detail on this budget.





Additional Budget Notes

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The Detailed Budget, when aggregated to the cost category level should match the totals provided in the SF-424A cost categories (this will not be the case if the Applicant has completed the SF-424C instead of the SF-424A). In addition, the aggregated federal grant request and matching support in the Detailed Budget should match the totals provided in the SF-424A or SF-424C form. Total project budget should be consistent throughout the application documentation. Please review both budget uploads and the Project Budget page for consistency before submitting the application.

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of this file.

## 17.6 Waivers

The Waivers upload is a Word document required for all Applicants that request a waiver from any of the following: 1) 20 percent non-federal cost matching pursuant to NOFA section V.C.1; 2) restrictions on the sale or lease of assets pursuant to NOFA section IX.C.2.a; 3) Buy American provisions pursuant to NOFA section X.Q; or 4) any general provision pursuant to NOFA section X.N. A waiver template must be completed and uploaded per each waiver request (if there are multiple requests, merge them into a single file before uploading). The Applicant should see section 11.1 for guidance on requesting a waiver.

## 17.7 BTOP Certifications

This upload is REQUIRED of all PCC Applicants. The BTOP certification must be completed by the duly authorized organization representative (AOR). The AOR should read the certification carefully to ensure that he or she understands it and agrees to it before signing.

## 17.8 SF-424 A and C Budget

This upload is REQUIRED for all PCC Applicants.

All PCC Applicants are required to complete either the SF-424A or SF-424C forms included in this file. The SF-424A should be used unless the major purpose of the Applicant's project is construction, in which case the SF-424C should be completed. In this context, construction means the construction of new buildings, completion of shell space in existing buildings, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (e.g., site preparation; utilities; streets; curbs; sidewalks; parking lots; and other streetscaping improvements). In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction. For example, if the major purpose of an award is to allow a recipient to conduct digital literacy training courses, the renovation of a computer lab area would not be considered construction under this chapter.





In determining whether an SF-424C is needed for a proposed project, also note the OMB Circular A-102 statement that “agencies shall use the Budget Information (Construction) and Standard Assurances (Construction) when the major purpose of the project or program is construction, land acquisition or land development.” Additionally, note the distinction between construction and alteration in Chapter 17 of the DOC Grants Manual (available at [http://oam.ocs.doc.gov/gmd\\_updated-doc.html](http://oam.ocs.doc.gov/gmd_updated-doc.html)).<sup>1</sup>

Instructions for the OMB forms are available at [http://www07.grants.gov/agencies/forms\\_instruction\\_information.jsp](http://www07.grants.gov/agencies/forms_instruction_information.jsp). Note the special guidance below for completing the forms for BTOP applications.

#### SF-424A

#### **Section A- Budget Summary**

Only Rows (1) and (5) should contain information. Rows 2-4 should remain blank. When providing information in Row 1:

- In Column (a), enter “BTOP.”
- In Column (b), enter the CFDA number.
- Leave Columns (c) and (d) blank.
- In Column (e), “New or Revised Budget, Federal,” enter the *entire* federal funding request amount.
- In Column (f), “New or Revised Budget, Non-Federal,” enter the total of *all* (*i.e.*, cash and in-kind) matching funds.
- In Column (g), enter the total project cost, which should equal the sum of Columns (e) + (f).

When providing information in Row 5:

- Leave Columns (c) and (d) blank.

Enter the totals for columns (e), (f), and (g), which should be the same exact whole-dollar values as in Row 1.

#### **Section B – Budget Categories**

The information in this section breaks down the information in Section A into federal request component, non-federal amount (*i.e.*, match) component, and total for each budget (*i.e.*, “object class”) category. Only those three amounts should be entered for each budget category; there should be no more than three numerical figures for each line.

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<sup>1</sup> “Activities under an award are considered construction when the major purpose of the award is construction.... In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. For example, if the major purpose of an award is to allow a recipient to conduct educational or business seminars, the renovation of an educational exhibit or staging area would not be considered construction....”





In providing information for this section:

- Title Column 1 "Federal," and for each row (*i.e.*, each budget category), enter the total amount of federal funds requested for that budget category.
- Title Column 2 'Non-Federal,' and for each row (*i.e.*, each budget category), enter the total amount of matching funds (*i.e.*, cash and in-kind) being contributed for that budget category.
- Leave Columns 3 and 4 blank.
- In Column 5, enter the total amount for each row (*i.e.*, budget category), which should be the sum of the federal request (Column 1) and the matching amount (Column 2).
- In Row J, enter the total amount of indirect costs as a whole-dollar figure. Do not enter a percentage.
- In Row 7 (Program Income), include program income only if it is being used as part of the Applicant's matching contribution. See section 1.8 above for additional discussion. Otherwise the value for this line item should be \$0.

### Section C – Non-Federal Resources

Section C provides information about the source of the non-federal (*i.e.*, matching) funds in the program budget. This section should clearly indicate how much of the total match is coming from the Applicant, how much is coming from state funds, and how much is coming from other sources.

Since this budget is only for one program, information should only be entered in Row 8. Rows 9–11 should remain blank.

In providing information for this section in Row 8:

- In Column (a), enter "BTOP."
- In Column (b), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed by the Applicant. Matching funds to be contributed by subgrantees should not be included here. If the Applicant will contribute no matching funds, enter 0.
- In Column (c), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed from State sources. If no matching funds will be contributed from State sources, enter 0.
- In Column (d), enter the *total* amount matching funds (*i.e.*, cash and in-kind) that will be contributed by third-parties (including subgrantees) and other sources. If no matching funds will be contributed from third-parties or other sources, enter 0.
- In Column (e), enter the total amount of *all* matching funds, which should be the sum of the amounts entered into Columns (b), (c), and (d). This amount must be exactly the same as the amount in Section A, Row 1, Column (f) under Non-Federal.
- In Row 12, enter the totals for Columns (b), (c), (d) and (e), which must be exactly the same as the totals in Row 8.

### Sections D, E, and F

These sections are not required and should be left blank.





SF-424C

In Column (a), enter the total project cost for each line item.

In Column (b), if this is an application for a "New" project, enter that portion of the cost of each item in Column (a), which is not allowable for federal assistance. Contact the federal agency for assistance in determining the allowability of specific costs. If this application entails a change to an existing award, enter the adjustment [+ or -] to the previously approved costs (from column (a)) reflected in this application.

In Column (c), total Allowable Costs (Column (a) – (b)).

Review the instructions at the bottom of the SF-424C for further clarification on the budget categories.

- **Line 1.** Administrative and Legal: Enter estimated amounts needed to cover administrative expenses. Do not include costs that are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land that is allowable for federal participation and certain services in support of construction of the project.
- **Line 2.** Land, structure, rights-of-way, appraisals, etc.: Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).
- **Line 3.** Relocation expenses and payments: Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
- **Line 4.** Architectural and engineering fees: Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
- **Line 5.** Other architectural and engineering fees: Enter estimated engineering costs, such as surveys, tests, soil borings.
- **Line 6.** Project inspection fees: Enter estimated engineering inspection costs.
- **Line 7.** Site work: Enter estimated costs of site preparation and restoration that are not included in the basic construction contract.
- **Line 8.** Demolition and removal: Enter estimated demolition and removal costs.
- **Line 9.** Construction: Enter estimated cost of the construction contract.
- **Line 10.** Equipment: Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
- **Line 11.** Miscellaneous: Enter estimated miscellaneous costs.
- **Line 12.** SUBTOTAL: Total of items 1 through 11.
- **Line 13.** Contingencies: Since contingency fees are not reimbursable expenses through BTOP, leave row 13 blank.
- **Line 14.** SUBTOTAL: Enter the total of lines 12 and 13.
- **Line 15.** Project (program) income: Applicants should include program income only if it is being used as part of the Applicant's matching contribution. See section 1.8 above for additional discussion. Otherwise the value for this line item should be \$0.
- **Line 16.** TOTAL PROJECT COSTS: Subtract line 15 from line 14.
- **Line 17.** Federal assistance requested: The percentage used should result in the exact dollar amount of the federal funding request, and can be no more than 80 percent unless a matching





waiver has been requested. For example, an Applicant proposing to contribute 23.5 percent in matching funds would use 76.5 percent in Row 17 to calculate the exact federal funding request. Note that the amount in 17c will need to be identical to the federal funding request in the General Budget Overview, the Detail of Project Costs, and tie out to the exact dollar in all relevant sections of the application.

Note that subtotals will need to be easily traceable to the line items in Column G of the Detail of Project Costs.

Verify that all formulas are correct by hitting F2 on subtotals to view its components.

### 17.9 SF 424 B and D Assurances – Non Construction and Construction

All PCC Applicants are required to upload a completed assurance in the form of either an SF-424 B or D. Applicants that completed an SF-424A non-construction budget should complete the SF-424B assurances. Applicants filed an SF-424C construction budget should complete the SF-424D assurances. On page two of the forms, the Authorized Organization Representative must sign and date the form, certifying the Applicant organization will comply with the requirements set forth in the form. In addition, provide the title of the certifying official and the name of the Applicant's organization. Further instructions are available at [http://www07.grants.gov/agencies/forms\\_instruction\\_information.jsp](http://www07.grants.gov/agencies/forms_instruction_information.jsp).

### 17.10 Supplemental Information

The Supplemental Information upload does not include a template. This upload is intended to give Applicants an opportunity to provide any additional or supplemental information Applicants deems important to an assessment of the proposed project. This upload is optional for all PCC Applicants. The Applicant may submit files in any valid file format, though PDF is generally recommended. It is recommended that the Applicant clearly label the contents of its supplemental uploads and make reference to them from any relevant application response or upload.







## 18 Review and Submit

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**Project Information**

Program: Broadband Non-Infrastructure Programs  
Funding Opportunity: Public Computer Centers  
Funding Cycle: Winter 2010 Public Computer Centers

The requirements for application submission have not been met. Please complete all required items below in order to submit your application.

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Page Name	Status
<b>Acknowledgement</b>	Incomplete
Acknowledgement checkbox is required.	X
<b>Contact Information</b>	Incomplete
A primary phone number is required.	X
<b>Additional Contacts</b>	Incomplete
At least one secondary point of contact is required.	X
<b>Organization Information</b>	Incomplete
Type of Organization is required.	X
A response indicating if Organization is a Small Business is required.	X
A response indicating if Organization meets the definition of disadvantaged business is required.	X
The Organization must be "Confirmed" prior to submission of an application.	X
<b>Authorization</b>	Incomplete
In order to issue a notification to the AOR, applicants must "Confirm" the AOR selection.	X
Applications cannot be submitted until the authorization task is created and the AOR notified.	X
<b>Project Information</b>	Incomplete
Other application response is required.	X
A response to the Department of Commerce exempt status is required.	X
Executive Summary is required.	X
Project Purpose is required.	X
Recovery Act and Other Governmental Collaboration is required.	X
Technology Strategy is required.	X
Public Availability is required.	X
Restrictions on Center Use is required.	X
Involvement of Community Colleges is required.	X
A response to the buy American waiver question is required.	X
A response to the federal debt question is required.	X
A response indicating if the applicant is seeking a waiver of any NOFA requirement is required.	X
<b>Partners</b>	Incomplete
A response is required indicating if you are partnering with other organizations for this project.	X
<b>Congressional Districts</b>	Incomplete
Applicant Headquarters is required.	X
A response indicating if the project will serve any tribal entities is required.	X
Selection of Project Service State(s) is required.	X
Selection of Project Service Area(s) is required.	X
<b>Demographics</b>	Incomplete
A response indicating if project will serve a vulnerable population is required.	X
A response for how many hours of training is required.	X
A response for how many instructors is required.	X
Outreach is required.	X
Peripherals and Equipment is required.	X
Training and Education Programs is required.	X
Workstation Software is required.	X
A response for how many people will be trained is required.	X
<b>Project Budget</b>	Incomplete
Federal Grant Request amount is required.	X
Total Match Amount is required.	X
A response to the matching contributions question is required.	X
Budget Narrative is required.	X
Budget Reasonableness is required.	X
Demonstration of Need is required.	X
Sustainability is required.	X
<b>Historical Financials</b>	Incomplete
An entry is required for 2007 Revenue	X
An entry is required for 2008 Revenue	X
An entry is required for 2009 Revenue	X
An entry is required for 2007 Expenditures	X
An entry is required for 2008 Expenditures	X
An entry is required for 2009 Expenditures	X
An entry is required for 2007 Net Assets	X
An entry is required for 2008 Net Assets	X
An entry is required for 2009 Net Assets	X
An entry is required for 2007 Change in Net Assets	X
An entry is required for 2008 Change in Net Assets	X
An entry is required for 2009 Change in Net Assets	X
<b>PCC Summary</b>	Incomplete
Number of direct jobs-years created is required.	X
Number of indirect jobs created is required.	X
Number of induced jobs created is required.	X
A response to methodology used to estimate jobs is required.	X
Number of Schools is required.	X
Number of Libraries is required.	X
Number of Medical and Healthcare Providers is required.	X
Number of Public Safety Entities is required.	X
Number of Community Colleges is required.	X
Number of Public Housing is required.	X
Number of Other Institutions of Higher Education is required.	X
Number of Other Community Support Organization is required.	X
Number of Other Government Facilities is required.	X
Current # of Total Persons in Service Area is required.	X
Number of Historically Black Colleges and Universities is required.	X
Number of Tribal Colleges is required.	X
Number of Alaska Native serving institutions is required.	X
Number of Hispanic serving institutions is required.	X
Number of Native Hawaiian serving institutions is required.	X
Current # of Persons Served per 120-hour Business Week is required.	X
Proposed # of Persons Served per 120-hour Business Week is required.	X
Current # of Persons Served per 48-hour Weekend is required.	X
Proposed # of Persons Served per 48-hour Weekend is required.	X
Current # of Broadband Workstations is required.	X
Proposed # of Broadband Workstations is required.	X
Current Facility Broadband Connection Speed is required.	X
Proposed Facility Broadband Connection Speed is required.	X
Number of Current Workstations proposed to be upgraded is required.	X
<b>Project Readiness</b>	Incomplete
Organizational Readiness is required.	X
Project Timeline and Challenges is required.	X
Licenses and Regulatory Approvals is required.	X
<b>Environmental Questionnaire</b>	Incomplete
A response to the first question regarding construction or ground disturbing activities is required.	X
<b>Environmental Questionnaire - Part 2</b>	Complete
<b>Uploads</b>	Incomplete
Management Team Resumes and Organization Chart is required and has not been uploaded.	X
Historical Financial Statements is required and has not been uploaded.	X
Public Center Detail is required and has not been uploaded.	X
Detailed Budget is required and has not been uploaded.	X
BTOP Certifications is required and has not been uploaded.	X
SF424 Budget (A or C) is required and has not been uploaded.	X
SF424 B and L Attachments is required and has not been uploaded.	X

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Once the Applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). Then the Applicant should go to the Review and Submit page. There the Applicant will see a list of all of the Easygrants submission validation requirements. The Applicant will be unable to submit its application until all of the validation requirements have been satisfied. If any sections are marked incomplete, the Applicant will need to revisit that section to provide additional information or make corrections. Once all validation requirements have been satisfied, the Applicant may submit its application by clicking the "Submit" button. **Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.**

By submitting this application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

